

This form must reach the Scholarships  
Office of your university or Scholarships  
Manager of the NZVCC by **1 August**

SURNAME.....

Student I.D. Number.....



## NEW ZEALAND VICE-CHANCELLORS' COMMITTEE

### Claude McCarthy Fellowship Application Form – Categories B, C & D

#### Checklist

You must correctly fill out the application form and **include all documents listed below and requested in the Regulations**. Incomplete applications will not be considered.

Please tick documents attached:

NZVCC Application Form page 1 (Checklist)

NZVCC Application Form page 2

NZVCC Application Form page 3

NZVCC Privacy Form

Certified copy of Birth Certificate or other evidence of citizenship or permanent residency

Statement outlining your original work/research indicating the university or organisation where the programme is to be undertaken

A full, itemised account of all estimated expenses

List of publications

Employment history

**Category B.** Tick here to indicate that funds will not be used for degree study

**Category C or D.** Detailed information on your eligibility for study leave from your present university employer

#### Office Use Only

Date Rec'd

Complete

Acknowledge Receipt

Database

Forward to NZVCC

SURNAME .....

Student I.D. Number .....



**NEW ZEALAND VICE-CHANCELLORS' COMMITTEE**

**Claude McCarthy Fellowship  
Application Form - Categories B, C & D**

Name (in full):.....

Address: .....

.....

Telephone: (day) .....(evening).....

Cellphone: ..... E-mail:.....

Date of birth: ..... Sex: M / F

Have you ever held a Claude McCarthy Fellowship? YES / NO If so, what year? .....

Are you a graduate of a New Zealand University? YES / NO Which University? .....

On a separate sheet please list: a/ tertiary educational record

b/ publications c/ employment history (with dates), current position first

Are you applying under category **B, C or D**? ..... (see attached regulations)

Research: Please give a brief outline below of the original work or research you propose to undertake. On a separate sheet expand this and indicate how your qualifications and/or work experience relate to the project proposed.

.....

.....

Fellowship term required: ..... Start date\*:..... Finish date:.....

Present salary: \$ ..... Name of employer: .....

**\* Funding is only available for the academic year following the selection meeting**

Salary, if any, you would be receiving from employer whilst undertaking this research: \$.....

(Do **not** include salary sought in this application.)

Total requested as living allowance:\$ .....

Total requested for expenses: \$.....

(Airtfares, accommodation, research material etc.)

Total of estimated expenditure: \$.....

Please attach, on a separate sheet, a full, itemised account of estimated expenditure.

Have you applied for any other funding to assist with the proposed research? .....

.....

(Detail alternatives and co-tenure options.)

**Category B applicants:** New Zealand university & department at which you propose to work:

.....  
(Please ask the Chairperson of this department to sign the bottom of this form.)

Will you continue to receive salary from your employer if you are awarded a fellowship? YES / NO

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**Category C applicants:** New Zealand institution/s at which you propose to work:

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**Category D applicants:** Country/ies and institution/s at which you propose to work:

-----  
Could the research be undertaken in New Zealand, and if not, why not? .....

-----  
**Category C and D applicants:** Please state your normal sabbatical/research/refresher leave entitlement, in terms of both time and available finance, as at the research start date listed overleaf. When did you last have such leave? When will you next be entitled to such leave? .....

-----  
Please indicate why you cannot undertake the research proposed during this research entitlement:

-----  
Please give the principal reasons for undertaking the research at the time proposed, as an addition to your normal entitlement under your university's leave scheme:

-----  
**ALL APPLICANTS:** Please forward referees report forms to the referees listed below. Complete page one yourself and ask the referees to complete the forms and mail them directly to the Scholarships Manager, NZVCC, PO Box 11915, Wellington 6142 (category **B** applicants) or to the Registrar of the university by which you are employed (category **C & D** applicants) **by 1 August.**

Name:..... Name:.....

Address:..... Address:.....

Signature: ..... Date: .....

-----  
**Statement by Chairperson of Department** (for category **B** applicants only)

I certify that upon this person being granted a Claude McCarthy Fellowship, facilities, material, equipment and adequate supervision will be available for the proposed research programme.

Signature: ..... Date: .....

Print name: ..... Position: .....

# Claude McCarthy Fellowships Referees Report Form

*Page One - to be completed by applicant*

Applicant's name: .....

Category of application: *(circle one)* **A B C D**

The categories for the Claude McCarthy Fellowships are:

**A** For graduates of a New Zealand University, who are registered for a doctoral degree at a New Zealand University, to travel overseas to present work at a conference or to undertake a short period of research.

**B** For graduates of a New Zealand university, whose normal occupation does not allow them to follow up original ideas and undertake research, to carry out research in a New Zealand university.

**C** For **any** university staff member, who is a graduate of a New Zealand university, to take leave to carry out original work in organisation/s in New Zealand outside their own institution.

**D** For **any** university staff member, who is a graduate of a New Zealand university, to take leave and travel overseas, other than at the time of their normal entitlement for refresher leave and additional to it, to undertake short periods of research in important recent developments relevant to their speciality.

In category **C** and **D** the applicant must be on leave with full pay.

Brief outline of original work or research proposed:

Signature: ..... Date: .....

# Claude McCarthy Fellowships Referees Report Form

*Page Two - to be completed by referee*

Referees are asked to comment below on the significance of the research (as described overleaf) and on the applicant's ability to carry it out.

Signature: ..... Date: .....

Referees for applicants applying under category **B** should mail their references to: The Scholarships Manager, New Zealand Vice-Chancellors' Committee, PO Box 11915, Wellington 6142, no later than 1 August.

Referees for applicants applying under category **A, C & D** should send their references to the Registrar of the university by which the applicant is registered or employed, no later than 1 August.

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## NZVCC PRIVACY FORM

The information requested in this application form and your academic record will be used for the purposes of assessing your application for the Scholarship(s) for which you are applying. Personal information contained in this application will be made available to members of the Selection Committee for this award, the membership of which is detailed in the award regulations. The New Zealand Vice-Chancellors' Committee will use references from third parties designated by yourself, in assessing your application.

The New Zealand Vice-Chancellors' Committee 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, and to destroy your application to preserve its confidentiality in the event that you are unsuccessful in gaining an award.

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.

Personal references from the persons you have named are obtained on the strict understanding that they are confidential, and you may not have access to those reports through the New Zealand Vice-Chancellors' Committee.

Applicants shall agree to the New Zealand Vice-Chancellors' Committee obtaining their academic results from organisations such as NZQA, necessary to assess their application.

Applicants shall agree to co-operate with any publicity of the scholarship for which they have applied. Such publicity may include material provided with your application, photographs and interviews with scholarship recipients.

I, ..... agree to the above conditions in respect of this scholarship application/s.

Signed: ..... Date: .....

### ADVICE TO APPLICANTS

Applications must arrive by the date shown on the application form. No undertaking is given to accept late applications.

It is your responsibility to contact your referees, and ask them to send their reports:

*For graduate scholarships:* To the Scholarships Officer at the university you are attending.

*For undergraduate scholarships:* To the New Zealand Vice-Chancellors' Committee, PO Box 11915, Wellington 6142.

Referees should **not** be asked to send their reports to you, as they must have the opportunity to be completely frank.

References **MUST** be clearly marked with your full name AND the name of the scholarship for which you are applying.

Please do not send original birth certificates or other original documents. Send only copies that have been certified by a J.P, a solicitor, or a staff member in the university or polytechnic registry, or your school principal. Please do not send a CV unless this is specifically requested. The New Zealand Vice-Chancellors' Committee accepts no responsibility to return any documents.

Please do not put your application into any sort of folder. Simply attach all pages with ONE staple in the top left hand corner. All pages should be A4 size.

If you have any queries regarding your eligibility or how to apply, please contact the Scholarships Officer at the university, or Career Adviser at the school, you are attending.