**New Zealand International Doctoral Research Scholarships (NZIDRS) - Application Form**

**The Scholarship**

The New Zealand International Doctoral Research Scholarship (NZIDRS) is funded by the New Zealand Government and administered by Education New Zealand.

The scholarship covers

* University fees and associated student levies
* An annual living stipend of NZ$25,000 for three years (NZ$2083.33 per month for up to 36 months)
* Medical insurance cover up to NZ$600 annually.

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| **Before You Apply** | |
| **!** | * 1. Complete the NZIDRS Eligibility Checklist * 2. Complete the NZIDRS Required Document Checklist * 3. Read the NZIDRS Selection Criteria * 4. Read the NZIDRS Terms and Conditions   (These are all available at the [NZIDRS Website](http://educationnz.govt.nz/how-we-work/scholarships/nzidrs)) |
| **DO NOT APPLY** for the NZIDRS if you do not meet ALL eligibility criteria  **DO NOT APPLY** for the NZIDRS if you cannot provide ALL required documents by 15 July 2015  **DO NOT APPLY** for the NZIDRS if your proposed research does not clearly align with the selection criteria  These requirements and criteria are non-negotiable. | |

**How to Apply**

* Download and complete an NZIDRS Application Form (available at [NZIDRS Website](http://educationnz.govt.nz/how-we-work/scholarships/nzidrs))
* Submit completed application form and required documents in hard copy to:

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| **Postal Address:**  Education New Zealand  NZIDRS Applications  PO Box 12041  Wellington 6144  New Zealand | **Physical/Courier Address:**  Education New Zealand  NZIDRS Applications  Level 5 Lambton House 160 Lambton Quay  Wellington 6011  New Zealand |

**Important: Instructions for completing this form**

* Answer all questions in all fields within this form. Do not leave sections blank
* Type all answers, do not handwrite. Handwritten applications will not be considered
* Application forms and all documents must be submitted on A4 size paper, printed **single-sided**
* **DO NOT** staple, bind or cover your application form or required documents in any way
* Application forms must be submitted in **hard copy** via post or courier
* Emailed application forms will not be accepted under any circumstances.

**Application Deadline**

Application forms and all required documents must arrive at the ENZ Office by;

**15 July 2015, no later than 5pm New Zealand standard time**

**Late or incomplete applications will not be accepted under any circumstances.**

**Section A – Applicant Details**

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| **1. Family Name/s** |
| **2. First Name/s** |
| **3. Preferred Name** |
| **4. Date of Birth** *(dd/mm/yyyy)*   |  |  |  | | --- | --- | --- | |  |  |  | |
| **5. Gender**   |  |  |  |  | | --- | --- | --- | --- | |  | **Male** |  | **Female** | |
| **6. Place of Birth (Country)** |
| **7. Country of Citizenship**  *(List all if you hold citizenship in more than one country)* |
| **8. Email Address** *(List only one. Must be personal address, not institutional)* |
| **9. Phone Number** *(Include country and area code)* |
| **10. Postal Address** *(include country and post code)* |
| **11. Dependants**  List all family members who would accompany you to New Zealand.  *(Please note there is no additional funding for dependants)*   |  |  |  | | --- | --- | --- | | **Full Name** | **Relationship to you** | **Date of Birth** | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  | | | |
| **12. Current paid work and study status**   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Work Status:** |  | Not currently working |  | Working part time |  | Working full time | |  |  |  |  |  |  |  | | **Study Status:** |  | Not currently studying |  | Studying part time |  | Studying full time | |
| **13. How did you hear about the NZIDRS?**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | Education NZ Website |  | New Zealand University |  | Education Agent | |  |  |  |  |  |  | |  | Online Search |  | International University |  | NZIDRS Alumni | |  |  |  |  |  |  | |  | Friend / Colleague |  | Other, please state \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |

**Section B – Education**

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| **14. Tertiary academic qualifications**  List ALL Undergraduate and Postgraduate tertiary qualifications (university level). Begin with the most recent.  Include qualifications that are not complete. Do not list high school / secondary school qualifications.  You must provide evidence for ALL tertiary qualifications listed below – see the Required Documents Section E.  Submit this question as a separate document if you need more space. Use the heading “14. Education - [your name]”. | |
| **Name of Qualification** |  |
| **Major Subject** |  |
| **Institution Name** |  |
| **Institution Location** |  |
| **Start Date** |  |
| **End Date** |  |
|  |  |
| **Name of Qualification** |  |
| **Major Subject** |  |
| **Institution Name** |  |
| **Institution Location** |  |
| **Start Date** |  |
| **End Date** |  |
|  |  |
| **Name of Qualification** |  |
| **Major Subject** |  |
| **Institution Name** |  |
| **Institution Location** |  |
| **Start Date** |  |
| **End Date** |  |
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| **Name of Qualification** |  |
| **Major Subject** |  |
| **Institution Name** |  |
| **Institution Location** |  |
| **Start Date** |  |
| **End Date** |  |
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| **Name of Qualification** |  |
| **Major Subject** |  |
| **Institution Name** |  |
| **Institution Location** |  |
| **Start Date** | |
| **End Date** | |

**Section C – Awards, Publications and Memberships**

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| **15. Scholarships, prizes and other professional honours**  List all scholarships, prizes, awards and other professional honours you have previously received in your tertiary academic career. Include tenure, and the dates awarded. Submit this question as a separate document if you need more space. Use the heading “15. Awards - [your name]”. |
| **16. Relevant publications, papers, and theses**  List the titles of all relevant papers and theses you have published. Include the publication name and date. Submit this question as a separate document if you need more space. Use the heading “16. Publications - [your name]”. |
| **17. Relevant group / society memberships**  List all current and relevant cultural, scientific, professional and educational societies, groups or organisations you are a current member of. Submit this question as a separate document if you need more space. Use the heading “17. Memberships - [your name]”. |

**Section D – Proposed Research**

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| **18. Primary discipline of your proposed PhD** |
| **19. Title of proposed research** |
| **20. Preferred New Zealand University**  Please indicate, in order of preference, where you intend to undertake your PhD.   |  |  | | --- | --- | | **1.** |  | | **2.** |  | |
| **21. Research Summary**  Give a clear and concise outline of your proposed research in no more than 10 lines. Avoid overly academic and technical terms where possible. This summary should be able to be understood by people outside your discipline. DO NOT EXCEED THE SPACE PROVIDED BELOW. |
| **22. How do you intend to finance your PhD study in New Zealand?**  Indicate the amount from each source over the 3 year tenure of your PhD.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Funding Source** |  | **Amount (over 3 years)** |  | **Details** | | Scholarships / Awards |  |  |  |  | |  |  |  |  |  | | Loans (personal) |  |  |  |  | |  |  |  |  |  | | Loans (govt/bank) |  |  |  |  | |  |  |  |  |  | | Savings |  |  |  |  | |  |  |  |  |  | | Other (specify below) |  |  | | | |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | | **TOTAL** |  |  |  |  |   **Comment (optional):** |
| **23. Additional Funding**  NZIDRS recipients can hold other scholarships in addition to the NZIDRS, provided the terms and conditions of the additional scholarship/s allow for this.  You **MUST** declare any scholarships/funding you have received, applied for or intend to apply for with regards to your proposed PhD. Education New Zealand reserves the right to vary or reverse any decision regarding a New Zealand International Doctoral Research Scholarship offer made on the basis of omitted, misleading or incorrect information.   |  |  |  |  | | --- | --- | --- | --- | | **Scholarship / Funding Name** | **Amount** | **Awarding institution or organisation** | **Status**  **(Indicate; successful, unsuccessful, results pending or intend to apply)** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |
| **24. Research Proposal**  Provide a detailed proposal for your intended PhD research project in the space provided below.   * Your proposal should be thoroughly researched, well thought out, feasible, and clearly articulated * Your proposal should identify specific areas of study and outline methodology * Include an assessment of the benefits (both professional and personal) that you expect from your proposed research * Your proposal must be in your own words and must not exceed the limit of the space provided   If your proposal requires references, these can be submitted as a separate, additional document.  Use the heading “24. Research Proposal References – [your name]”. | |
| **25. Impact Statement**  Provide a statement on the impact your research will have for New Zealand in the space provided below.  Specifically, comment on how your research will have a tangible, positive effect on:   * New Zealand’s economy, in terms of international trade and business development in key sectors, OR * New Zealand’s population in terms of health and safety, OR * Research and scholarship in the above two areas   Please also comment on:  - How innovative your research is  - The extent to which your research will attract international interest   - The extent to which your research encourages international academic relationships and collaborations  This statement must be in your own words and must not exceed the limit of the space provided.  If your statement requires references, these can be submitted as a separate, additional document.  Use the heading “25. Impact Statement References – [your name]”. | |
| **24. Research Proposal**  Please see instructions above. Provide a detailed proposal for your intended PhD research project in the space provided below. DO NOT EXCEED THE SPACE PROVIDED BELOW. | |

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| **25. NZIDRS Impact Statement**  Please see instructions above. Provide a statement on the impact your research will have for New Zealand in the space provided below. DO NOT EXCEED THE SPACE PROVIDED BELOW. |

**Section E – Required Documents**

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| **26. Required Documents**  You must arrange for provision of ALL required documents to complete an NZIDRS Application.  ENZ must receive your completed NZIDRS Application by 5pm NZST 15 July 2015.  Applications incomplete after the deadline will not be considered eligible for a scholarship.  This is Non-Negotiable.  Applications and required documents must be submitted in HARD COPY.  Emailed/electronic documents will not be accepted unless specified below.  **Exceptions:** References and Provisional Supervision Forms may be submitted via email to [scholarship@enz.govt.nz](mailto:scholarship@enz.govt.nz) by the referee only.  Submit application forms and required documents:  **By post:** NZIDRS Applications, Education New Zealand, PO Box 12-041, Wellington 6144, New Zealand  **By courier:** NZIDRS Applications, Education New Zealand, Level 5, 160 Lambton Quay, Wellington 6011,  New Zealand |

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| **Officially Verified Copies**  DO NOT submit original documents as part of your application.  Submit copies of original documents which have been officially verified to be an exact copy of the original.  Verified copies must have the official stamp of a Justice of the Peace, a solicitor, Police Officer, a Notary Public, or another official authorised to notarise documents. Documents verified by a New Zealand University will also be accepted. Non-verified copies will not be accepted.  **Education New Zealand will not return any documents submitted as part of an NZIDRS application.** |

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| **Required Documents** |
| 1. Academic Transcripts and Certificates of Completion |
| 1. Credential Evaluation Report |
| 1. Proof of English Language Proficiency |
| 1. Academic References (x2) |
| 1. Provisional Supervision Form |
| 1. Evidence of Application / Enrolment with New Zealand University |
| 1. Proof of Citizenship |
| 1. Curriculum Vitae |

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| **a. Academic Transcripts, Grading Scale and Certificates of Completion**  Submit verified copies of the following official documents for **ALL** tertiary qualifications listed in **Section B:**   * Official academic transcript or results showing grades / marks achieved * Grading scale for awarding institute showing how grades are allocated * Certificate or diploma of completion * Official English language translation (for all documents not in English)   If a Diploma Supplement is available for any qualifications, please also provide this.  **Incomplete or pending qualifications**  If you have not completed your current qualification, or have not received the final and conferred results for your most recent qualification, you are eligible to apply for the NZIDRS only if:   1. You have completed a previous degree that qualifies you for direct entry into a PhD programme in New Zealand, **OR** 2. You have an offer of place at a New Zealand university. Offers must be unconditional, or, conditional only on the completion of your current qualification. |
| **b. Credential Evaluation Report**  Submit a ‘Course by Course’ credential evaluation report from WES - World Education Services ([www.wes.org](http://www.wes.org)) or a UK Naric ‘Statement of Comparability’ ([UK Naric](http://ecctis.co.uk/naric/individuals/Compare%20Qualifications/Statement%20of%20Comparability.aspx)) covering ALL tertiary academic qualifications. NZQA and NOOSR reports will also be accepted.  **Exceptions:** A report is **not required** if your **most recent** qualification was achieved at a university in New Zealand, Australia, USA, United Kingdom or Canada.  **Note: Qualification assessments take time to be prepared.**  Apply for your report as soon as possible to allow time for delivery. Late submissions will not be accepted under any circumstances. If you cannot provide a qualification assessment by 15 July, you should not submit an NZIDRS application. |
| **c. Proof of English language proficiency**  Submit results from one of the following tests. Your score must meet the minimum requirement listed below, and have been achieved within the last 24 months. See below for exceptions to this requirement.   * IELTS Academic Test with an overall score of at least 6.5 with no band less than 6; or * TOEFL test score of at least 575, including a score of 4.5 in the Test of Written English; or * A score of 233 in the Computer-based TOEFL, including an Essay Writing score of 4.5; or * an overall score of 90 in the Internet-based TOEFL, (iBT with writing score of at least 21); or * Cambridge Certificate in Advanced English (CAE) – Grade B; or * Cambridge Certificate of Proficiency in English (CPE) – Grade C   **Only the tests listed here will be accepted**.  No other form of evidence for English language proficiency will be accepted. This includes certificates from universities or language training providers.  **Exceptions**  You are exempt from providing a test result only if you meet one of the following criteria:   * You originate from English speaking Canada, Singapore, United Kingdom, the United States of America, Ireland and English speaking South Africa; or * You have successfully completed a course of tertiary level study in one of the above countries, New Zealand or Australia, and the study took place over an academic year or longer; or * You have received an offer of a place into the PhD Programme of the New Zealand University you wish to attend (evidence required in the form of a letter of offer). Your offer must **not** be conditional on English language proficiency.   TOEFL results can be submitted to ENZ’s board number 8727 by request. |
| **d. Academic References**  Request that an academic reference be sent to Education NZ on your behalf by two (2) referees.  Contact each referee and provide them with the ‘Letter to Referees’ and accompanying ‘NZIDRS Referee Form’. These documents are available for download on the NZIDRS website. Any other kind of reference form or report will not be accepted. Character or employment references are not appropriate for an NZIDRS application.  Each referee must complete an NZIDRS Referee Report Form and a letter of recommendation. References must be sent directly to Education New Zealand by post or email. Instructions for this are provided in the referee letter and report form.  Referees can submit references via email to [scholarship@enz.govt.nz](mailto:scholarship@enz.govt.nz) |
| **e. Provisional Supervision Form**  Contact the school or department at the New Zealand university you intend to study at and request that a Provisional Supervision Form be completed and submitted to Education New Zealand on your behalf. Send the Provisional Supervision Form and accompanying letter with your request. This form is available for download on the NZIDRS website.  The purpose of this form is to get feedback from the department where you intend to undertake your PhD. Ideally; the form should be completed by the Head of School, Associate Dean or an appropriate delegated nominee. Your proposed supervisor should not complete this form, unless you have already commenced your New Zealand PhD studies. Your proposed supervisor may be able to advise on who can complete the form.  IMPORTANT:   * You do not need to have an offer of place from a university in order to request this form be completed * In order to have this form completed, you must have established contact with your intended department within a New Zealand university to discuss your PhD plans * Do not send requests for this form to the university admission staff, it is not their responsibility * Send requests to the appropriate contact within your intended department.   Provisional Supervision Forms can be submitted by the author via email to [scholarship@enz.govt.nz](mailto:scholarship@enz.govt.nz) |
| **f. Evidence of Application / Enrolment at New Zealand University**  Submit evidence of a letter or email from a New Zealand University showing that you have begun or completed the process of enrolling for your PhD studies.  If you have begun the application process, provide evidence of the status of this (i.e. an offer of place, a status update from the university, or an acknowledgement of your application). If you have not formally applied provide evidence of any email correspondence you have had with university staff. Emails should show that you are in contact with your chosen university, that you intend to apply for study there, and that the staff or faculty are supportive of this.  ENZ does not facilitate or participate in any way with your application to study at a New Zealand university. Candidates must communicate directly with their intended university to apply for enrolment. |
| **g. Proof of Citizenship**  Submit a verified copy of one of the following:   * Personal information page of your passport (full legal name, date and location of birth) * Birth certificate * Certificate of citizenship |
| **h. Curriculum Vitae (CV)**  Submit a CV outlining your education, qualifications, and work experience (if any). |

**Section F – Authorisation, Agreement, Declaration & Signature**

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| **27. Authorisation**   |  |  | | --- | --- | | I authorise Education New Zealand to: | | | **🞏** | Obtain any relevant academic records/reports from educational institutions that I have attended | | **🞏** | Use the information provided by me in my application in accordance with its purposes and pursuant to The Privacy Act 1993 | | **🞏** | Share relevant information with the New Zealand University I have indicated I wish to attend. | |
| **28. Confirmation**   |  |  | | --- | --- | | **🞏** | I have read and will comply with the NZIDRS Terms and Conditions | | **🞏** | I understand Education New Zealand reserves the right to vary or reverse any decision regarding a New Zealand International Doctoral Research Scholarship offer made on the basis of misleading or incorrect information | | **🞏** | I understand that my scholarship will be withdrawn should I gain Permanent Resident or Citizenship status in New Zealand. | |
| **29. Agreement**   |  |  | | --- | --- | | If successful in gaining a New Zealand International Doctoral Research Scholarship, I agree that I will: | | | **🞏** | Provide the Education New Zealand Scholarships Manager with regular reports on my satisfactory progress or otherwise, and a final report at the completion of the Scholarship | | **🞏** | Act in a manner befitting a recipient of a Government funded New Zealand International Doctoral Research Scholarship | | **🞏** | Use the funds only for the purposes granted | | **🞏** | Acknowledge the assistance given by the New Zealand Government in any written reports, publications, publicity or media releases associated with my NZIDRS funded research. | |
| **30. Declaration**  I declare that the information contained within and provided in connection to this application is true and correct. I acknowledge that providing false or misleading information is a serious offence.  Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Print Name ­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |