



REGULATIONS AND NOTES FOR THE UNIVERSITY OF OTAGO POSTGRADUATE SCHOLARSHIPS, AWARDS AND DIVISIONAL AWARDS

1. Preamble

These regulations apply to the Scholarships for postgraduate study listed in the attached Schedule, and to correspondingly named Awards, unless the Schedule specifies otherwise. There are separate regulations for certain scholarships in Health Sciences and some other scholarships for particular purposes.

2. Purpose

Postgraduate Scholarships are awarded by the University Council, on the recommendation of the Senate, to candidates proceeding to a course of study for the degree of Doctor of Philosophy.

Postgraduate Awards are awarded by the University Council, on the recommendation of the Senate, to candidates in the first year of their thesis research for a Master's degree which constitutes entry to the PhD course at this University.

Postgraduate Scholarships and Awards are available only to students seeking to obtain their first Masters or PhD qualification.

3. Academic Criteria and Eligibility

Postgraduate Scholarships and Awards will be awarded on the basis of:

- a) the applicant's academic record*:
 - Applicants from the University of Otago who are awaiting the outcome of their Master's thesis examination may include in their application a provisional grade from their supervisor/s, endorsed by the Head of Department, for their thesis examination. Should the applicant be successful in their scholarship application, the award of the scholarship will be conditional upon the student actually achieving at least the minimum grade required to attain the GPA cut-off score for the award of the scholarship by no later than 30 June in the year following the application.
 - In the case of applicants for a Postgraduate Scholarship who have completed a Master's degree by papers and thesis (at least .75 EFTS), the grades of all relevant** advanced level papers counting towards the award of the degree and the thesis will be taken into account. An explanation of the time taken for completion of the thesis will be requested and considered by the Scholarships Committee if the thesis has taken more than 2 EFTS (2 full time years) to complete.

- In the case of applicants for a Postgraduate Scholarship who have completed an Honours Degree, the grades of all relevant** advanced level papers counting towards the award of the degree will be taken into account.
 - In the case of applicants whose prior qualifications have been awarded by other universities, the University shall calculate a GPA score using what it considers to be the most relevant** papers and grades provided on the applicant's academic transcripts.
 - Certificate of Proficiency and Pass/Fail papers will not be taken into account in the calculation.
- b) the applicant's potential for, or record of, research.
- c) the advice, recommendation and ranking of the relevant Head of Department.
- d) the University of Otago Prestigious Scholarships will be awarded on the basis of sustained academic performance and ranking by the Head of Department.

Eligibility for the University of Otago Postgraduate Scholarships and Awards:

- 1) The University of Otago Postgraduate Scholarships and Awards are open to Domestic Fee Paying Students only. (See notes page 5)***
- 2) In the case of applicants for a Postgraduate Scholarship, confirmation of the Scholarship is dependent on approval of their application for admission to the PhD Programme and completion of the enrolment procedure.
- 3) In the case of applicants for a Postgraduate Award, confirmation of the Award is dependent on approval of their application to register as a Masters candidate and completion of the enrolment procedure.

4. Tenure

- a) A Postgraduate Scholarship or Award may be held usually only by a student enrolled for a full-time course at the University of Otago. A limited number of applications for part-time study, however, will be considered on a case-by-case basis primarily on grounds such as: ill-health (a medical certificate will be required) and significant carer responsibilities (for example: pre-school aged child; school aged child as a sole parent with limited support; or child/partner/parent with a serious illness or disability). A full-time scholarship/award holder may also apply on the above grounds to transfer to a part-time scholarship/award should their circumstances change during candidature (such transfers may occur only at the beginning of a semester).
- b) During tenure of the Postgraduate Scholarship or Award the candidate must undertake research in Dunedin or at the Christchurch or Wellington Schools of Medicine, unless a special case for exemption from this requirement has been previously approved by the Board of Graduate Studies.
- c) Tenure of a Postgraduate Scholarship by a PhD student is for three years, or until the thesis is submitted (whichever period is the shorter), subject to the provision of satisfactory Annual PhD Progress Reports by the Department in which the student is registered. A shorter period of tenure shall be awarded in cases where six months or more of registration as a candidate for the degree have already been completed at the time of the award.

- d) Tenure of a Postgraduate Award by a Master's degree student is for one year, or until the thesis is submitted, (whichever period is the shorter.) Students must be in the first year of their thesis research to be eligible for an Award. A shorter period of tenure shall be awarded in cases where four months or more of registration as a candidate for the degree have already been completed at the time of the award.
- e) Overseas tenure of a Postgraduate Award is not permitted.
- f) Overseas tenure of a Postgraduate Scholarship is not normally permitted. In exceptional circumstances, a period of up to one year's overseas tenure may be granted by the Deputy Vice Chancellor, Research, if it can be shown by the Head of Department concerned, that access to facilities or opportunities overseas is essential to the completion of the project. In such circumstances the emolument of the Scholarship shall continue to be paid in New Zealand currency and into a New Zealand bank account. No additional financial assistance is available through the Scholarship for travel or other expenses incurred if a period of overseas tenure is approved.

5. Emolument

Postgraduate Scholarships and Awards consist of the following three components unless the attached Schedule specifies otherwise:

- a) payment of tuition fees for the degree for which the Award is given.
(Note: Applicants should be aware that a University of Otago Award does not pay fees for any papers that may be taken in addition to the full-time thesis course for which the Award is given unless clearly set out and justified at the time when an application to register is submitted.)
- b) payment of tuition fees for the degree for which the Scholarship is given.
(Note: Applicants should be aware that a University of Otago Scholarship does not pay fees for any papers that may be taken in addition to the full-time thesis course for which the Scholarship is given unless clearly set out and justified at the time when the Application for Direct Admission is submitted.)
- c) a living allowance paid in equal monthly instalments. (See notes page 5 for current value.)****
- d) A refund of costs incurred in the printing and binding of the thesis for two hard-bound copies, provided that the thesis is submitted within four years of fulltime PhD study or 18 months of fulltime Master's study from the date of enrolment for the degree.

6. Additional Income

- a) A Postgraduate Scholarship or Award may not be held concurrently with any other award/s worth more than half the annual emolument of a Postgraduate Scholarship or Award. Research Grants, Travel Grants, and any Grants specifically designated to cover research costs, for which the candidate must present receipts, are not considered to be awards in this instance.

- b) There is no specific limit on any other form of additional income, provided that the student is still able to pursue full-time study and progress on his or her studies is maintained at a satisfactory level.
- The University expects full-time candidates to devote the majority of their working time to their studies. Assistant Research Fellows (ARFs) are able to pursue full-time study but are ineligible for University of Otago scholarship funding.

Students intending to apply for a Scholarship or Award should check first with Work and Income New Zealand to ascertain whether their Student Allowance entitlement will be affected by the Scholarship or Award.

7. Applications

Applications for Postgraduate Scholarships and Awards must be submitted to the Scholarships Administrator on the prescribed form, no later than 1 November of the year preceding the intended first year of tenure of the Scholarship or Award. Late applications will be accepted with prior notification and support from the department.

8. Academic Qualifications

Students whose degree has been conferred at any university other than a New Zealand or Australian University, will be considered in two separate categories:

- **CATEGORY 1:** Applicants whose qualifications are from countries in the list¹ available on the website (as reviewed by International Admissions and the Internationalisation Committee) must provide an original or certified copy of the transcript from their university²
- **CATEGORY 2:** Qualifications from all other countries must be referred to: **Education Credential Evaluators, Inc.** (see notes page 5)*****

The applicant is required to pay for the evaluation, with the applicant and the University of Otago each receiving a copy of the resulting evaluation report.

9. Acceptance and Deferment

An offer of a Postgraduate Scholarship or Award must be accepted or declined within the time frame specified in the letter of offer. There is provision for the acceptance to be subject to the eventual outcome of any application that the candidate may have also made for external scholarships.

Following acceptance of the offer of a Postgraduate Scholarship or Award, the candidate **must** be enrolled for the degree concerned, no later than 1 September of the following year.

¹ An updated list of countries in Category 1 is maintained on the University of Otago Website http://www.otago.ac.nz/international/postgraduate/application_process.html

² The University of Otago reserves the right to request an external evaluation of academic qualifications from any applicant.

Tenure of a Postgraduate Scholarship or Award may be deferred only in exceptional circumstances. A candidate whose application for deferment is declined may apply again for a Scholarship or Award in a later year.

10. Review

These regulations shall be reviewed regularly by the Scholarships Committee.

NOTES

* The grades for the GPA calculation are as follows:

A+ = 9	A = 8	A- = 7
B+ = 6	B = 5	B- = 4
C+ = 3	C = 2	C- = 1

** For purposes of evaluating the academic record of an applicant, "relevant papers" shall be defined as: courses/subjects/papers at advanced levels (ie the 300 and 400 levels) that are closely related to the field of major study as determined by the respective HoD(s).

*** This includes Australian Masters students by Inter-Governmental Agreement.
All International students who enrol for a PhD from 2006 will be paying Domestic Fees.

**** Subject to annual confirmation of the Scholarships Budget by the University Council:
a: from 2002, the standard emolument is \$20,000 for a Postgraduate Scholarship, and \$13,000 for a Postgraduate Award;
b: from 2002, in addition to awards made at the standard rate above, a number of Postgraduate Scholarships may be awarded at the discretion of the Scholarships Committee to applicants of outstanding academic calibre for which the annual emolument would be \$25,000.

**** The scholarship will only cover the tuition fees portion of your fees. You will be invoiced for any remainder (sundry fees, insurance etc) It will be your responsibility to pay these when due.

***** The address to which applicants must send their academic qualifications for evaluation is:

Educational Credential Evaluators, Inc.
P.O. Box 514070
Milwaukee, Wisconsin 53203-3470
USA
Telephone: + 414-289-3400
Facsimile: +414-289-3411
email: eval@ece.org Website: www.ece.org

The evaluation may be applied for via the ECE website address, followed by the hardcopy of the academic qualifications by post.

AN ECE will not be required for determining eligibility for a scholarship but may be needed by the University's International Office for admission to the University (a separate process to the scholarship application).

For further information about the application, please contact the Scholarships Office at the University of Otago Phone 64 3 479 5292 or email scholarships@otago.ac.nz

SCHEDULE OF REGULATIONS FOR POSTGRADUATE SCHOLARSHIPS AND AWARDS

Availability of all named scholarships and awards listed below is subject to confirmation of funding

Alliance Group Postgraduate Scholarship

Established in 1981 for the purpose of encouraging research into the improvement of livestock, value enhancement by processing of end product or the marketing of primary meat produce.

The Scholarship may be held only by a student of Physics, Chemistry, Biology, Economics, Mathematics, Engineering, Food Technology, Genetics or some other discipline which will contribute to genetic means of improving New Zealand Farm stock; value enhancement by processing of end product; or marketing of primary meat produce. Applicants with a specific interest in genetic improvement of sheep flocks are particularly encouraged to apply.

The Scholarship may be awarded with overseas tenure.

The CEO of the Alliance Group Ltd will review applications for the scholarship, and a scholarship panel with representation from Alliance Group Ltd. will interview finalists.

Applications for the Alliance Group Postgraduate Scholarship must be accompanied by a document which provides details of the programme of study and research that the applicant proposes to undertake during the term of the Scholarship. This document should include the title of the proposed research project, together with a summary or overview of the project. This summary should clearly identify the purpose of the work and the results hoped for. The major objectives of the proposed research, together with the methodology to be used to achieve each of the objectives is to be provided. A timeline for the achievement of each objective and the overall project is also required. How the results of the research are to be transferred to uses and interested parties is to be clearly stated.

In November of each year of tenure, the scholar is required to submit an annual progress report which will be forwarded to the Company which sponsors the Scholarship.

An additional copy of any thesis resulting from research conducted during the period of tenure must be supplied for forwarding to the Company.

The current value of this scholarship is \$27,500 per year for 3 years, plus tuition fees, for PhD study.

Bamforth Postgraduate Scholarship

Established in 1984 for the purpose of encouraging research in the history, literature, and culture of Scotland, and the influence of Scottish migration to New Zealand and elsewhere.

The Scholarship may be held only by a student whose proposed topic of research is in accord with the intentions of the donors.

The current value of this scholarship is \$13,000 per year for 1 year, plus tuition fees, for Masters study; and \$20,000 per year for 3 years, plus tuition fees, for PhD study.

Bruggeman Postgraduate Scholarship in Classics

Established in 1990 by the estate of P.M. Bruggeman for the purpose of encouraging research in Latin, Ancient Greek, or Classical Studies at the University of Otago.

The Scholarship may be held only by a student in the Department of Classics, except that periods of study at other institutions in New Zealand or overseas may be approved by the Head of the Department of Classics.

The current value of this scholarship is \$13,000 per year for 1 year, plus tuition fees, for Masters study.

Daniel Taylor Senior Scholarship in Philosophy

Established in 1989 by donation from Mrs G.F. Taylor, to fulfil the wishes and in memory of her husband Daniel Taylor, Professor of Philosophy at the University of Otago from 1960 until 1970.

The Scholarship may be held, for one year only, by a student for the degree of Master of Arts in Philosophy by thesis only. Preference will be given to candidates undertaking research in the fields of moral and aesthetic value and/or philosophy of mind. A statement acknowledging support from the Scholarship shall be included in any thesis completed during tenure of the Scholarship, and any further publication arising therefrom.

The current value of this scholarship is \$1,000, for Masters study.

David Renfrew White Scholarship in Education

Established from funds made available in 1953 by a bequest from J. Waddell Smith and in 1977 by a bequest from Miss Ida G. White in memory of her father, David Renfrew White, former Principal of Dunedin Teachers' College and Professor of Education from 1909 to 1912.

The Scholarship may be held only by a recent Otago graduate in Education who has had at least two years' teaching experience and who will be undertaking postgraduate study in Education. The recipient of the Scholarship must, within one calendar month of the date of its award, declare his or her intention of continuing in the profession of teaching in New Zealand after the expiry of the Scholarship.

The current value of this scholarship is \$13,000 per year for 1 year, plus tuition fees, for Masters study.

Divisional Awards - Division of Sciences

Funded by the Division of Sciences

For students not provided for by the University of Otago Postgraduate Scholarships or Awards or by any scholarship in this schedule. The Award is governed by the same regulations as the University of Otago Postgraduate Scholarship.

The value of this Scholarship is determined by the Division of Sciences on an annual basis.

Divisional Awards - Division of Humanities

Funded by the Division of Humanities

For students not provided for by the University of Otago Postgraduate Scholarships or Awards or by any scholarship in this schedule. The Award is governed by the same regulations as the University of Otago Postgraduate Scholarship.

The value of this Scholarship is determined by the Division of Humanities on an annual basis.

Fanny Evans Postgraduate Scholarship for Women

Established in 1990 in memory of the wife of Dr William Evans. A generous bequest by the late Dr William Evans enabled the University in 1946 to establish the William Evans Fund for the promotion and encouragement of learning and scholarship.

The Scholarship may be held only by a woman candidate who is eligible to enrol for a doctoral degree, although, in exceptional circumstances, the Scholarship may be held by a master's candidate. The purposes of the Scholarship are to encourage postgraduate study and research by women, especially in disciplines in which women are under-represented, and to assist women who have had a career break to return to University for updating or retraining.

The Scholarship may be held by a **part-time** candidate for a period not exceeding five years in the case

of a doctoral candidate and three years in the case of a master's candidate. A tenure extension to six years for a part-time PhD candidate may be possible in some circumstances. The level of emolument will be pro rata that for a full-time candidate. A part-time candidate may not be employed in a full-time position.

In awarding the Scholarship consideration will be given to the academic merit of the candidate, to any other training or experience of the candidate relevant to her suitability for postgraduate study or research, and to the purposes of the Scholarship as detailed above.

The current value of this scholarship (at the full-time emolument level) is \$13,000 per year for 1 year, plus tuition fees, for Masters study; and \$20,000 per year for 3 years, plus tuition fees, for PhD study.

James Park Scholarship

Founded in 1958 under the will of Mrs Park in memory of her husband, Professor James Park-, Dean of the Faculty of Mines and Metallurgy from 1901 to 1931.

The Scholarship may be held only by a student whose thesis work is concerned with the occurrence, treatment, or utilisation of New Zealand mineral resources.

The current value of this scholarship is \$13,000 per year for 1 year, plus tuition fees, for Masters study; and \$20,000 per year for 3 years, plus tuition fees, for PhD study.

John Edmond Postgraduate Scholarship for Industrial Research in Chemistry

Established in 1920 as a Research Fellowship by John Edmond in memory of his father, to promote chemical research in connection with New Zealand industries.

The Scholarship is open only to a student of Chemistry. Any thesis describing the results of the scholar's research shall bear, below the author's name, the title 'John Edmond Postgraduate Scholar of the University of Otago'.

The current value of this scholarship is \$13,000 per year for 1 year, plus tuition fees, for Masters study.

Macandrew-Stout Postgraduate Scholarship in Economics

Established in 1887 from funds made available by public subscription in memory of the late James Macandrew, member of the Council and one of the founders of the University and in 1920 by Sir Robert Stout, KCMG, Chief Justice of New Zealand.

The Scholarship may be held only by a student of Economics.

The current value of this scholarship is \$13,000 per year for 1 year, plus tuition fees, for Masters study; and \$20,000 per year for 3 years, plus tuition fees, for PhD study.

Waddell Smith Postgraduate Scholarship

Established from a bequest from J. Waddell Smith in 1934.

The Scholarship may be held only by a student of Education.

The current value of this scholarship is \$2,000, for Masters or PhD study.

University of Otago International Masters Award

Funded by the University of Otago

For International students in their Masters thesis year of studies at the University of Otago.

The current value of this scholarship is \$13,000 per year for 1 year, plus tuition fees, for Masters study.

University of Otago Māori Postgraduate Scholarships and Awards

Funded by the University of Otago

The Scholarships may be held only by Māori students.

The current value of this scholarship is \$13,000 per year for 1 year, plus tuition fees, for Masters study; and \$20,000 per year for 3 years, plus tuition fees, for PhD study.

University of Otago Pacific Islands Postgraduate Scholarships and Awards

Funded by the University of Otago

The Scholarships may be held only by students of Pacific Islands descent.

The current value of this scholarship is \$13,000 per year for 1 year, plus tuition fees, for Masters study; and \$20,000 per year for 3 years, plus tuition fees, for PhD study.

University of Otago Postgraduate Scholarships and Awards

Funded by the University of Otago

For students not otherwise provided for by Scholarships in this schedule.

The current value of this scholarship is \$13,000 per year for 1 year, plus tuition fees, for Masters study; and \$20,000 per year for 3 years, plus tuition fees, for PhD study.

University of Otago Special Health Research Scholarships

Funded by the University of Otago

These scholarships are intended to provide personal support for outstanding graduate students who are contemplating a career in Health Research. Graduates in any discipline intending to undertake research training at PhD level on a topic relevant to human health are eligible to apply.

The current value of this scholarship is \$23,000 per year for 3 years, plus tuition fees, for PhD study.