

GOVERNMENT OF TOKELAU

APPLICATION FOR TERTIARY STUDY SCHOLARSHIP 2021

Applications close on 30th November 2020

Applications are to be forwarded to the Department of Education, Apia Office, SAMOA before 4.00pm on the stated deadline. E-copies can be emailed to Wong Chiu Tuipoloa (wong.tuipoloa@tokelau.org.nz), copying Elaine Lameta (elaine.lameta@tokelau.org.nz).

GOVERNMENT OF TOKELAU SCHOLARSHIP SCHEME

SECTION 1: PERSONAL DETAILS

Clearly print your responses in supplied spaces

First name: _____ **Surname:** _____
(Names as in passport/ Birth certificate)

Place of usual residence: _____ **Nuku:** _____

Date of Birth: _____ **Gender:** _____

Marital Status: _____ **Number of dependents if married:** _____

Passport Details

Passport is required to have at least 1 year validity from the closing date of application

Date of issue: _____ **Expiry date:** _____

Contact

Email: _____ **Phone (home):** _____

Mobile: _____

SECTION 2: PROPOSED STUDY PROGRAMME

Government of Tokelau Tertiary Study Scholarships is offered to applicants who meet the criteria for eligibility as noted in the Scholarships Policy (see Annex 1).

The programme and/or institution you request may be revised where it is determined by the Scholarship Committee and the Department of Education that another programme and/or institution is more appropriate. Please make your choice carefully. It will be very difficult to change your qualification or institution once placement has been arranged.

Tick where appropriate

Academic

Vocational

Levels

Certificate Advanced Certificate

Diploma Advanced Diploma

Degree	<input type="checkbox"/>	Post Graduate Certificate	<input type="checkbox"/>
Post Graduate Diploma	<input type="checkbox"/>	Masters	<input type="checkbox"/>
PhD/ Doctorate	<input type="checkbox"/>	Other (please state):	_____

Requested Field of Study

List your choices in the order of preference. Be specific and identify the qualification and one or two major subjects (e.g. Bachelor of Science, majoring in Chemistry), and the institution where this is available.

Qualification	Major Subject(s)
First choice: _____ Education institution: _____ Country: _____	
Second choice: _____ Education institution: _____ Country: _____	
Third choice: _____ Education institution: _____ Country: _____	

SECTION 3: ACADEMIC QUALIFICATIONS

You must attach **certified copies of all official results** (e.g. academic transcripts, completion certificates) of all completed and partially completed secondary, vocational, technical and tertiary qualifications to this application form. Include the grade assessment schedule used at each institution. List the most recent qualification first.

Name of educational institution	Location (city and country)	Years attended		Qualifications	Major subjects
		From	To		

SECTION 4: EMPLOYMENT RECORD:

This section covers your work history and current work situation. If you are:

Currently employed or have had previous work experience please answer the questions in this section. Attach an **up-to-date curriculum vitae (CV)** and at least 2 reference letters (within the last 6 months) to this application.

Not currently employed and have not had previous work experience, go to **Section 5**.

Current or Most Recent Position

Title of position: _____

Start date: _____

End date: _____

Name of employer/ organization: _____

Address of employer/ organization: _____

SECTION 6: EMPLOYER ENDORSEMENT/ THEOLOGICAL ENDORSEMENT

If you are working, this section is to be completed by an authorized officer of your employer.

If you are self-employed, you must fill out this section yourself.

If you are applying to a theological college, you must (1) provide letters of character endorsement from your Village leaders (e.g Taupulega), and Church leaders (e.g local pastor, priest and the Head of the Church Body – EFKT/ Catholic Archbishop)

Endorsed by Department / Organization: _____

Address: _____

Telephone number: _____

Fax number: _____

Email address: _____

Why do you recommend this applicant?

Describe the specific skills (i.e. not the qualification) you would expect the applicant to gain from the proposed study or training:

Name of Employer: _____

Position: _____

Signature: _____

Date: _____

Official Stamp

SECTION 7: APPLICANT WITH DISABILITY

For the purpose of ensuring that the applicants with disabilities are fully supported in the course of their studies, the applicants are required to declare in writing (a) their Disability (b) other details

Disability: _____

Other details:

SECTION 8: MEDICAL BACKGROUND

Do you have a medical condition that requires special medical attention and support? Yes No

Specify the condition (s)?

Are you taking special medicine for the named condition (s)? Yes No

If Yes, state their names

Please attach the most recent Medical Report (within the last month)

SECTION 9: CHARACTER REFERENCE

Have you ever been convicted of a criminal offence? Yes No

If Yes, briefly explain and state the country the offence was committed

Are you currently under investigation or a part of an ongoing investigation?

Elaborate: _____

Provide a police report of the last 6 months

SECTION 10: APPLICANT DECLARATION

To be completed and signed by the applicant for a Scholarship

I certify that the statements made by me in this application for a Scholarship are true, complete and correct to the best of my knowledge and acknowledge that supplying incomplete or false information will result in the Scholarships Board rendering my application invalid.

I fully understand the conditions of this application form and agree to:

- a. carry out such instructions and abide by such conditions as may be stipulated by the Scholarships Committee
- b. the release of information contained in this form to relevant authorities to enable being considered for a scholarship overseas.
- c. the exchange of information between the Department of Education (who administer the Government of Tokelau Tertiary Scholarships) and authorities such as the immigration authorities or any other relevant government agency;

I am not aware of any medical or other conditions of which might prevent me from taking up a scholarship overseas.

I fully understand that if I am offered a scholarship, it may be subsequently withdrawn at any time if I fail to meet any of the conditions outlined in this application form.

I fully understand also that if I am offered a scholarship, there will be formal agreement in the Scholarship Acceptance document that is signed which includes the Scholarship Bond.

Printed name

(as in your passport or birth certificate): _____

Signature of applicant (if applicant is over 21years and/ or married)

Signature of parent/ guardian (if the applicant is under 21years old or still single)

_____ **Date:** _____

SECTION 11 DOCUMENT CHECKLIST

*It is important that you correctly fill out all relevant sections in the application form, and attach all documents requested in the application form. Applications with incomplete documentation **will not be considered for a scholarship.***

***ONE COPY** of the application form is required.*

*Attach **certified** copies of the required documentation to this application.*

A certified copy is where an authorized official of a school, or department, or village, or a Justice of Peace, Solicitor, Notary Public, or equivalent other authorized official signs, dates and gives an official stamp that the document is a true copy. If you are unsure about who is the appropriate person to certify your documents, you should contact the Department of Education.

Please check that you have attached the following documents in support of your application:

A. All Applicants:

- A signed and completed scholarship application declaration (Section 10)
- An official certified copy of all secondary and/or tertiary results
- A certified copy of the graduation or completion certificate for each completed secondary/tertiary qualification
- A copy of the grade assessment schedule used at each institution for all academic results or transcripts
- A current Curriculum Vitae (CV) detailing your education background, job skills and work experience
At least 2 letters of reference
- Completed endorsement from your Employer, Village Taupulega, Church Leaders (Section 6)
- A Study proposal not more than 2 pages – showing what the papers / course you hope to completed on scholarship study
- 2 Academic references on letterhead (date no older than 2 years old)
A recent Medical Report
A recent Police Report
A copy of Bio-data page of Passport

B. Applicants for postgraduate courses whose study will include at least fifty percent research must provide

- An outline of the proposed research project (up to 1,000 words)
- Details of any proposed home-based fieldwork required as part of your research
- List of all relevant published and unpublished theses.

IMPORTANT NOTICE – PLEASE READ

The information given in this application will be used in your selection for a scholarship to study overseas. The Department of Education will record details from this form.

ANNEX 1

GOVERNMENT OF TOKELAU TERTIARY STUDY SCHOLARSHIP

3. ELIGIBILITY

3.2 Residency:

To be eligible for a GoTS, applicants must be

- a New Zealand citizen of Tokelau descent living in Tokelau
- a permanent resident (PR) in Tokelau
- Tokelauans living overseas but must first reside in Tokelau for a year. Their application should be done within this one-year period while in Tokelau

Note: Those of Tokelau descent who are citizens **only** of other countries by virtue of the passports they hold, for example, an American national, incur international fees at overseas tertiary institutions. As such, their applications will be viewed in light of their non-NZ citizenship status.

6. LEVELS AND TYPES OF STUDY

6.1 Qualifications

Government of Tokelau Scholarships are available for:

- Undergraduate qualifications (e.g. Foundation / preliminary; Certificates; Diplomas or Bachelors) at university, technical institutions or theological colleges;
- Vocational and trades courses or
- Postgraduate qualifications (e.g. Postgraduate Diplomas, Masters or PhD).

A Government of Tokelau Scholarship supports only one qualification, except where the additional qualification forms part of the original scholarship offer and has Scholarship Committee approval, such as bridging or qualifying studies (e.g. Graduate Diploma leading to a Masters degree).

6.2 Categories of Study

6.2.1 Government of Tokelau Scholarships (GoTS) are offered for full-time, tertiary level study at the undergraduate level (bachelor's degree level or equivalent);

6.2.2 Government of Tokelau Scholarships (GoTS) are offered for full-time, tertiary level study at Diploma or Certificate level for Trades, Vocational training;

6.2.3 GoTS can only be applied to commence a new qualification and cannot be used to support a programme of study already started;

6.2.4 GoTS are offered primarily for study in an identified human resource development training priority.

6.3 Conjoint degrees

Government of Tokelau Scholarships are generally not available for undertaking conjoint degrees (e.g. Bachelor of Arts / Bachelor of Laws), and any applications for conjoint degrees will be considered on a case by case basis.

6.4 Postgraduate level

Preference will be made to support postgraduate qualifications at the Postgraduate Diploma and Masters level, rather than at PhD level. PhD level study will be limited to situations where the Government of

Tokelau has identified a clear need for the nominee to be trained at that level. This will normally only be the case where the nominee occupies, or is expected to occupy, a senior position.

6.5 Honours qualifications

Scholarship funding is only available for Honours where it forms part of the originally approved qualification in the Scholarship Offer Letter, e.g. Bachelor of Engineering with Honours, where the Honours component is an integral part of the four-year degree and it is recognised as a single qualification. Upgrades for a separate, standalone Honours qualification, e.g. a Bachelor of Arts with Honours (an additional year following completion of the three-year Bachelor of Arts), will not be supported.

6.6 Doctorates (PhD)

Funding for PhD awardees is generally for a three-and-a-half-year period, depending on the field of research. No extensions will be considered for PhD awardees beyond a four-year period. Institutions should make every effort to ensure that awardees are able to undertake their Oral examination within this period. The length of the PhD programme, including the Orals, should be specified in the placement advice. The Department of Education should ensure that awardees can undertake their Oral examination within three months of submitting their thesis.

Awardees can elect to return to their home country while waiting for their Oral examination date to be finalised. Awardees who are required to return to the Institution of study to sit Oral examinations are entitled to an airfare to travel to that country and return to Tokelau at the completion of their Orals. Awardees will receive one month's allowances at the unaccompanied stipend rate while they undertake their Orals. Any additional costs such as stopover accommodation, if required are to be met by the awardee. Institutions should advise the Department of Education once Orals are completed and the degree conferred.

6.8 Study programme Restrictions

Programmes of study may be applied for institutions in the Pacific region, New Zealand or Australia. Each year the Scholarship Committee determines the number of scholarships, the applicant categories, sector priorities and level of study that will apply to new scholarships in the next academic year. The call for applications will identify the number, location, and priority categories for the next academic year.

6.8.1 Aviation training

Applications for aviation qualifications will not be supported because of the high costs of aviation training and difficulty of arranging pre-session assessment requirements.

7 SELECTION GUIDELINES AND PROCEDURES

7.1 Selection process

Phase one: the selection process for scholarships:

- Date for closure of applications for the following year, 30th November
- All the information needed by selection committee is compiled and forwarded to Scholarship Committee members by the Director of Education and the department, two weeks prior to the meeting.
- Scholarship committee members read and understand applications
- There are 6 scholarship committee members, 2 from each Nuku, appointed by Taupulega from General Fono delegates and approved by General Fono
- Scholarship Committee meeting (in May and December), should be held at a venue as agreed to by the Committee
- Scholarship Committee meetings are supported by the Department of Education

- The Committee shall approve those applicants for new scholarships based on the criteria and existing academic record, pending the successful completion of any work or academic programmes and a letter of offer from the education institution that the candidate has applied for.
- Reconfirm those current scholarship recipients who will continue to receive scholarships in the following year. Based on criteria and that their scholarship will be confirmed on the successful completion of their current course.
- Successful applicants and those whose scholarships have been reconfirmed are notified that their scholarships have been approved and that their scholarship will be confirmed on satisfactory completion of current courses. The specific terms of the scholarship including the duration, place of study, and any other conditions stipulated by the Scholarship Committee are made explicit in the communication
- The Scholarship Officer notifies by letter and email all recipients of the outcomes of their scholarship application including feedback from the Committee about their application, a timeline of what will happen between receiving the confirmed scholarship to the time the student is settled in their institution. It will include dates for preparation meetings, travel accommodation and finance arrangements
- The Scholarship Officer informs the Scholarship Committee members and the Director of Education of the final outcomes by providing a list of confirmed recipients.

Phase two: applications to be considered mid-year

- Closing date for mid-year scholarship applications 1st May
- Scholarship committee meet at end of May to monitor progress of current scholarship students and approve new scholarships for those who have applied during the first half of the year.
- The Director of Education/delegate, receives semester 1 results and confirms by letter those scholarship already approved by the scholarship committee
- The Scholarship Officer notifies by letter and email all recipients of the outcomes of their scholarship application including feedback from the Committee about their application, a timeline of what will happen between receiving the confirmed scholarship to the time the student is settled in their institution. It will include dates for preparation meetings, travel accommodation and finance arrangements
- The Scholarship Officer informs the Scholarship Committee members and the Director of Education of the final outcomes by providing a list of confirmed recipients.

7.2 Selection Criteria

Selection must be transparent, fair and merit-based in accordance with the scholarship scheme policies.

Each year the Government of Tokelau through the Scholarship Committee, in consultation with the Human Resource Capacity Development Plan will agree on the number of scholarships, the applicant categories, sector priorities and level of study that will apply to new scholarships in the next academic year.

The Scholarship Committee will prioritise national human resource development priorities alongside students' interests and skills when considering applications.

In addition, the Scholarship Committee should consider that the applicant has:

- A positive set of skills and attitudes needed to study, evidenced through Reference letters from Principal, and the endorsement of the Scholarship Liaison officer and Scholarship Officer. It may also include references from a Teacher/or work Coordinator, Manager, Supervisor.
- Provided a Police Report
- Provided a Medical Report
- Supplied a supporting letter from parents, family or relevant department, church and the villages
- Offer letter from the appropriate institution

- An academic record, transcript or work history that demonstrates that the applicant is able to take up the offer
- A complete application form

Programmes provided by private education providers could be funded by the Tokelau Government Scholarship Scheme, provided the applicant presents an offer letter as proof and information about the institution that shows the organisation is a reputable provider of learning.

7.3 Application checking

Application checking is a critical step before shortlisting and placement. It identifies ineligible applicants (those that do not meet the eligibility criteria) so as to reduce the number of applications to be considered. Applications should be checked to ensure that they:

- Are accurate and complete
- Comply with the application closing date
- Meet the eligibility selection criteria
- Clearly identify the applicant's training request, including level and field of study; and
- Include all required certified supporting documentation

Note: all applicants must submit all requested documents with the application form – e.g birth certificate, a valid passport, police report, academic qualifications, etc.

7.4 Shortlisting

Although the selection criteria should include academic merit and gender equity, the shortlisting should also take into consideration the relevance of the applicant's:

- Proposed training to their experiences and current or future employment;
- Proposed training to Tokelau's human resource development priorities, training needs and employment absorptive capacity; and
- Tokelau support (government, civil society, private sector, church).

7.4.1 Ranking

Short-listed applicants should be ranked based on their academic merit and Tokelau's specific development priorities.

7.4.2 Interviewing short-listed applicants

Although it may increase the workload and administrative costs, the selection process, where possible, could include interviews with applicants at the final selection stages. Interviews may give greater assurance that scholarships are being offered to suitable, high-quality applicants.

7.4.3 Priority and reserve nominees

The shortlisting process should produce a list of ranked priority nominees equal in number to the number of scholarships available. To cover the situations where a scholarship nominee is unable to be placed at an institution, or declines the scholarship offer, the shortlisting process should also nominate sufficient ranked reserves (no more than one third of the total number of scholarships to be awarded each year).

This list, in a covering letter should include the short-listed applicants':

- Full name;
- Gender;
- Priority or reserve status and ranking;
- Area and level of study; and
- Nominated institution.

After the shortlisting process, the Scholarship Committee are forwarded the short-listed applicants for discussion for their information before sending out for placement.

7.4.4 Selection Documentation

Documentation of selection decisions is in the interests of good governance, transparency of decision-making and overall accountability to the benefit of all stakeholders. Comprehensive documentation relating to the selection policies and decisions on the selection, or non-selection, of applicants should be filed appropriately.

7.4.5 Disputes Process

- When an applicant is dissatisfied with the outcomes of their application that person may appeal. The appeal must be directed back to the Scholarship Committee, through the Director of Education, referencing the reason for appealing the decision and outlining why they believe the committee should reconsider their application.
- Appeals must be done within a week of when the initial decision was made
- The Scholarship Committee will screen the appeal and notify the applicant of their decision through a signed letter within one week when the appeal was lodged.

8 PLACEMENT PROCEDURES

8.1 Placement Policy

Applicants choose their course of study within Tokelau's development priorities. Applicants are responsible for seeking offers of placement. However, the Department of Education will assist where requested so that applicants can access information about institutions and study programmes available so that they can make a considered choice of programme and institution.

8.2 Placement Time Frames

The processing of applications for placement is time consuming with decisions needing to be made within the strict time constraints. The placement process therefore relies on efficient information exchange between all stakeholders. Sufficient time should be allowed for placement. All applications should be submitted to the Department of Education well before their specified closing dates for receiving applications. Requests for assistance for placement are made well before closing dates.

8.3 Placement Requests to Institutions

Where assistance for placement offer is requested, after checking that the applications are complete, the Department of Education through the Scholarship Officer forwards the original copy of the application to the institution for placement and holds the second copy for data entry and recording purposes.

The Department of Education will seek placement for the study programme requested in the application form for all priority and some reserve nominees. Exceptions to this include where the:

- Nominate study programme is not offered at the requested institution;
- Nominated study programme is not supported by the Government of Tokelau priorities

The application and supporting documents should not be sent to the second preference institution unless the first preference institution advises that the placement request is unsuccessful. The first institution should return in full, original application and supporting documents to the Department of Education. The Department of Education, at its discretion, may seek placement concurrently at two institutions.

8.3.1 Nominees with a disability

If a nominee with a disability requires modification to their physical or learning environment this should be indicated in the application form and subsequently in the placement request. The Department of Education must obtain a medical certificate from the nominee. Specific care arrangements and any additional costs should be negotiated on a case-by-case basis with the preferred institution. If extra funds are required to assist the nominee, then this should be included in the placement budget. Any necessary arrangements should be finalised before the awardee leaves Tokelau.

8.4 Institution Responses in Placement Requests

In response to the placement request sent by the Department of Education, the institution may:

- Contact the Department of Education, where applicable, to request further information or documentation;
- Offer a place unconditionally (successful placement)
- Offer a conditional placement subject to satisfactory completion of current studies, pre-course English or a preparatory programme; or
- Decline to offer a place and state the full reasons (unsuccessful placement).

When determining appropriate placements, degree programme structure and scholarship duration, the Department of Education should request institutions to consider a credit assessment for any previous tertiary study and amend the length of the scholarship offer, as appropriate.

8.4.1 Successful placements

The Institution will provide placement offers to potential awardees. The Scholarship Officer will send a copy of the Placement Advice and Placement Budget to the Director of Education within two days. The Director of Education will advise the Scholarship Committee of the placement details, get approval and sign off for placement of awardees and budget. Where costings are not given in the Institution Placement Offer, the Scholarship Officer will derive these from the latest institution calendars

The Department of Education will advise the Scholarship Committee of placement details as soon as possible after this.

8.4.2 Conditional placements

Nominees who are currently studying may not have their final exam results before an institution considers their placement request. In such cases, the institution should offer a conditional placement, subject to the nominee passing and/or gaining specific grades in their current study. Institutions may also offer a conditional placement subject to satisfactory completion of pre-course English or a preparatory or bridging programme. The institution should send a copy of their conditional offer or place to the Department of Education with the Placement Advice. The Scholarship Officer will advise the awardees as soon as possible, of the offer details, including any specific conditions of the institution's offer.

Nominees are required to provide original or certified documentation, to the Department of Education, showing that they have satisfied the placement conditions as soon as the results are available. The institution should then be able to confirm an unconditional offer of place and once this has happened, the Department of Education will then offer the nominee a scholarship placement.

8.4.3 Unsuccessful placements

Institutions may decline a placement request because the nominee does not meet their academic criteria or for other reasons (e.g. lack of appropriate academic supervision). If so, they will advise the Department of Education of the reasons why the placement request has been declined. The Department of Education can appeal the decision by the first institution of preference if it believes that all factors were not considered fully. If, however, the placement if the appeal is not upheld, then the institution should return the full application and supporting documents to the Department of Education as soon as possible so that the application can be sent to the second preference institution for placement.

If placement in the nominee's second preference institution is also unsuccessful because of failure to meet academic criteria, the Department of Education should seek placement for the highest ranked reserve nominee. The Department of Education will advise the Scholarship Committee and consequently the unsuccessful applicants as soon as possible.

9 SCHOLARSHIP OFFERS

9.1 Scholarship Offer Process

Once the Scholarship Committee has made its selection, placement offers have been confirmed, the scholarship offer process can commence.