

**JOHN CURTIN SCHOLARSHIP PROGRAM (JCSP)  
NOMINATION GUIDE 2025**

**Nominations close Wednesday 11 September 2024**

**Please read this guide before completing the JCSP Online Application Form**

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**For more information:**

Curtin University  
Scholarships Office  
P: 1300 222 888

## NOMINATION PROCESS

### Step 1: Access online application form

- Download the Nominator Form (top right-hand side of webpage). Request your nominator to complete the Nominator Form and issue a reference letter. Ensure both documentations are signed by nominator and endorsed by the School Principal/Deputy Principal.
- Nominee to submit application using the online application form. Access the form by clicking on the 'Apply Online' button on the top right-hand side of the webpage.
  - Nominee will also need to attach the completed Nominator Form and relevant documentation to the online application form.

### Step 2: Complete

- Follow the instructions in this guide to complete the online application form

### Step 3: Submit

- Online application form must be completed and submitted by nominee
- Nominator to provide completed nominator form to nominee to submit with their online application
- Closing date listed on scholarship webpage and top of nomination guide
- Late or incomplete nominations will be assessed as unsuccessful

### Step 4: Receipt

- Receipt to Nominee - Application receipt will be sent to the email address provided when you created your Curtin account, once your application has been submitted
- Receipt to Nominator - Email receipt sent to the following within 10 working days of receiving the online application
  - School Principal/Deputy Principal – via school email provided on nomination form
  - Nominator (if the nominator is not the School Principal/Deputy Principal) – via school email provided on nomination form

### Step 5: Assessment

- Nominations will be assessed by an assessment panel

### Step 6: Outcome

- All successful and unsuccessful candidates will be notified of the outcome in early December via the email registered with TISC
- Successful candidates will be sent scholarship offer pack via email registered with TISC
- High Schools will be notified of successful candidates from their school

### Step 7: Acceptance

- Successful candidates must return acceptance documents by mid-December
- Deferral of this scholarship is not permitted

### Notifications & Timeline

Notification Sent To:	For:	Method:	Time frame:
Nominator	Nomination receipt	Email	10 days after submission
	Outcome (only if successful)	Email	Early December
Nominee	Nomination receipt	Email	Immediately after submission
	Outcome (successful and unsuccessful applicants contacted)	Email	Early December

The timeline given above is an indication of expected dates and should be used as a guideline only.

## GENERAL INSTRUCTIONS

### 1. School Leavers

Nominator form must be completed by the student's current Year 12 high school and endorsed and signed by the Principal/Acting Principal or Deputy Principal, or equivalent.

### Non School Leavers

Nominator must be a professional educator who is familiar with the student's academic potential.

In addition to the above, mature-age applicants may elect to also provide other documents such as references.

*Please note the candidates must have completed their high school in 2022 or after. If the candidates completed their high school in 2021 or earlier, they are ineligible for this scholarship.*

2. Include ALL required documentation with your online application form and ensure all sections are complete. (Incomplete applications will be assessed as unsuccessful).

3. If you would like the Scholarships Office to check the application form, please contact Scholarships Office at least one week before the scholarship closing date.

4. If you have questions, please contact the Scholarships Office at [Scholarships@curtin.edu.au](mailto:Scholarships@curtin.edu.au) or call 1300 222 888.

## ONLINE APPLICATION FORM – NOMINEE TO COMPLETE

Nominee to complete online application form at [www.scholarships.curtin.edu.au](http://www.scholarships.curtin.edu.au)

Please refer to application guidelines on the Scholarships website for further information on how to complete online application form:

<https://scholarships.curtin.edu.au/apply/guidelines/>

(Scroll down to “John Curtin Scholarship Program Guidelines” on the above website)

### GUIDE FOR NOMINEES - Nominee’s Statement

Nominee will need to attach a typed statement with their online application outlining the points below:

1. **Academic achievements**
2. **Achievements (non-academic)**
  - A) Achievements within your education institution
  - B) Achievements external to your education institution
3. **Leadership**
  - A) Leadership achievements within your education institution
  - B) Leadership achievements external to your education institution
4. **Community service**
  - A) Community service activities arranged through your education institution
  - B) Community service activities arranged external to your education institution

\*Please limit achievements to the previous 3 years (Year 10 to Year 12 for high school leavers)

#### Nominee Statement Format Requirements:

- List in chronological order with the most recent being at the top of the list
- Typed in dot point format
- Approximately 1-2 pages in length (total)

Format your statement as per the example below

#### Nominee Statement

Surname, First Name

Your TISC (Curriculum Council) number

Full Name of School/Education Institution

#### 1. Academic achievements

##### Examples

- Year 12 Science Excellence Award
- Year 12 Engineering Project 1<sup>st</sup> Prize (awarded for best bridge design)
- Year 11 Maths Competition 3<sup>rd</sup> place (state competition)

#### 2. Achievements (non-academic)

- Include the year of the achievement/duration of time-period if it is ongoing
- Include any relevant details on the achievement

##### Examples

- A) Achievements at education institution
  - (2022-2024) – Played trumpet in school band. Band has competed in multiple competitions including nationals in 2018.
  - (2022-2024) – Part of interschool sport team.
- B) Achievements external to my education institution
  - (2024) – Placed first in Australian National Piano Competition
  - (2024) – Young Designer of the Year Award. Awarded for concept/design of pump for wells for efficient water supply – for 3<sup>rd</sup> world countries.
  - (2022-2024) – Played state-level hockey. Nominated and awarded the fairest player award 3 consecutive years in a row (2021, 2022, 2023)

#### 3. Leadership

- Include the year, duration/length of time you undertook these activities for
- Include any relevant details on the leadership role

##### Examples

- A) Leadership achievements/participation at the education institution
  - (2022-2024) – Captain of school basketball team. Develop game strategy with coach, motivating players, coordinating team games.
  - (2022) – School drama prefect
  - (2022-2024) – School prefect
- B) Leadership achievements/participation external to my education institution
  - (2024) – Community Young Leaders Award. Nominated by my neighbourhood group.
  - (2024) – Leadership course. Two year 12 students selected to attend state course.

#### 4. Community Service

- Include the year, duration/length of time you undertook these activities for
- Include any relevant details on the role/activities

*Example*

- A) Community service activities by the education institution
- (2022-2024) – Community service within school (100 hours)
- B) Community service activities external to the education institution (I have arranged by myself independently)
- (2020-current) – Volunteer first aider with Saint John of God Ambulance. Attend community events as first responder – rural areas only. (On call basis)
  - (2023) – Volunteer at orphanage in Cambodia. Roles included teaching & childcare. (80 hours)
  - (2022) – Volunteering at Red Cross soup kitchen. Pickup soup from Hollywood Hospital, and bread from bakery, then distribute at designated locations around Perth. (15 hours)

## GUIDE FOR NOMINEES - Nominee Essay

Nominee will be required to attach a typed essay to their online application on the below:

1. What is an issue that you are passionate about within your community?
2. In what way does this issue affect you/why are you passionate about this issue?
3. Discuss in detail, how you plan to address/tackle this issue whilst studying at Curtin?

Successful applicants for the scholarship will be required to bring their essays along to the John Curtin Scholars camp to discuss their chosen community issue.

### Essential Essay Criteria:

Nominees are strongly encouraged to note the following whilst composing their essays, as they will be marked on these items:

- Structure as a fluid essay or with category headings
- Passion and vision
- Originality
- Grammar, sentencing, spelling and punctuation
- Overall tone or voice of essay
- Referencing – formal referencing not necessary, however please acknowledge the appropriate sources if providing data

### Essay Hints & Tips:

- **Title** – Essay is titled appropriately to reflect your discussion topic/theme
- **Define** – Define your community to provide context for your essay

### Essay Formatting Criteria:

- 1-2 pages total, excluding references
- Size 11 font
- 1.5 spacing
- Moderate margins
- Paragraph format with appropriate sentence and paragraph spacing

Essays must include the following declaration at the conclusion of the essay (Nominee can copy and paste the below declaration at the end of their essay):

**Note** - A typed essays must be printed, signed by hand with wet ink, dated the day of signing, scanned, saved as a pdf and attached to Nominee's online application.

*"The above essay has been written without assistance and is my own original work"*

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Format your essay as per one of the below examples:

### Example One

#### Nominee Essay

Surname, First Name  
Your TISC (Curriculum Council) number  
Full Name of School/Education Institution

#### Essay Title

1. **What is an issue that you are passionate about within your community?**  
Text in paragraphs
2. **In what way does this issue affect you/why are you passionate about this issue?**  
Text in paragraphs
3. **Discuss in detail, how you plan to address/tackle this issue whilst studying at Curtin?**  
Text in paragraphs

*"The above essay has been written without assistance and is my own original work"*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

List references (if applicable)

## Example Two

### Nominee Essay

Surname, First Name  
Your TISC (Curriculum Council) number  
Full Name of School/Education Institution

### Essay Title

Text in paragraphs

Text in paragraphs

Text in paragraphs

"The above essay has been written without assistance and is my own original work"

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

List references (if applicable)

## GUIDE FOR NOMINEES - Julia Gillard Women in Leadership Scholarship Statement

For nominee who is also applying for the Julia Gillard Women in Leadership Scholarship, she will also be required to attach a typed statement to her online application outlining the below:

1. What does leadership mean to you?
2. How will you develop the attributes essential to be a successful leader over the course of your degree?

### Statement Formatting Criteria:

- 1 page total
- Size 11 font
- 1.5 spacing
- Moderate margins
- Statement structure
- Paragraph format with appropriate sentence and paragraph spacing
- Grammar, sentencing, spelling and punctuation

**GUIDE FOR NOMINATORS - Nominator Form**

Nominator will need to complete the Nominator Form and provide it along with required documentation to Nominee prior to the scholarship closing date. Nominee will need the completed Nominator Form and reference letter in order to submit their online application form.

**SECTION A | Nominee's Details (Page 1 on Nomination Form)**

TISC ID / Nominee Full Name:  

**2025 JOHN CURTIN SCHOLARSHIP PROGRAM (JCSP)  
NOMINATOR FORM**

If filling out the form electronically, this field will automatically pre-fill with the details provided in **Section A** below.

Applications Close:  
Wednesday, 11 September 2024

Grey bars detail who is required to fill out the section

Nominator form to be returned to the nominee and uploaded as part of the application. For further enquiries, please contact the Scholarships Office at [scholarships@curtin.edu.au](mailto:scholarships@curtin.edu.au) or 08 9266 2992.

**SECTION A – Nominee's Details**

High School / Name of Education Institution

TISC (Curriculum Council) Number  Date of Birth

Curtin Student ID Number (if known)

Family Name

First Name

**Nominator to complete nominee's details.**  
Education institution name should be in **FULL**, please do not abbreviate the school name.

1 Is the nominee completing their WACE in 2024?

Yes  
 No  
 Equivalent to WACE in 2024. Please state (e.g. International Baccalaureate)

1.1 Has the nominee applied through TISC for admission to an undergraduate degree at Curtin University for 2025?  
*Preferences must be selected on TISC by the scholarship closing date, and remain unchanged until the outcome of the scholarship has been determined.*

Yes > Proceed to 2 (Please ensure the nominee has finalised their TISC preference by the scholarship closing date)  
 No > Please complete 1.1a and 1.1b

1.1a How did the nominee apply for entry into their course?

1.1b Course name:

2 What is the nominee's current citizenship status?

Australian citizen       Australian permanent humanitarian visa  
 Permanent resident       New Zealand citizen  
 None of the above > Nominee is ineligible for this scholarship

## SECTION B | Nominator's Details (Page 1 on Nomination Form)

### SECTION B – Nominator's Details

Name	<input type="text"/>
Email	<input type="text"/>
Education Institution's Postal Address	<input type="text"/>
Education Institution's Phone Number	<input type="text"/>

**Nominator to complete this section.**

#### 3 Nominator's role/the nominator is:

- Principal/Deputy Principal (or equivalent) of nominee's school > Go to Section C – ATAR
- Professional registered educator at an education institution other than high school (i.e TAFE, University) > Go to Section C – ATAR
- Other > Please complete below

3.1 Nominator's official position

3.2 School Principal/Deputy Principal's full name

3.3 School Principal/Deputy Principal's email

**Principal/Deputy's name and email must be provided if the nominator is not the Principal/Acting Principal or Deputy Principal.**  
(e.g. Year 12 coordinator is a nominator)

#### Non School Leavers:

If the nominee is a non-school leaver, nominator must be a professional educator familiar with nominee's academic potential.

## SECTION C | ATAR (Page 2 | Question 4 on Nomination Form)

#### 4 The nominee is a:

- High school leaver > Complete 4.1 and proceed to Section D
- Non school leaver > Complete 4.2 and proceed to Section D

##### 4.1 Please complete below (High school leaver)

4.1a What is the nominee's predicted ATAR?

4.1b Is the nominee expected to graduate in the top 5% of their year 12 cohort at your institution?

- Yes – Proceed to Section D
- No > Complete 4.2c and proceed to Section D

4.1c Please specify below reasons why the candidate is being nominated for the JCSP, despite outside of the top 5%

**\*Nominees must be in the top 5% of their school's graduating year, the only exception to this is if the nominating school has a very high number of students with a predicted ATAR of 95 or above**

**Nominating a student outside of the top 5%:**  
Please provide an indicative rank of the student within the school's WACE cohort and reasons on why the student is being nominated.

*This can be presented as a reference for the students, in addition to the Nominator's Statement (Section D)*

## SECTION D | Nominator's Reference Letter (Page 2 | Question 5 on Nomination Form)

### Format requirements:

- Printed on **school letterhead**
- Typed in chronological order from most recent
- Paragraph or dot point format (dot point format preferred)
- Approximately 1-2 page in length (total)
- **Signed by nominator and Principal/Acting Principal or Deputy principal**

Please attach a typed reference letter outlining the following:

### Reference Example

#### 5.1 Academic achievements

These can include:

- Academic awards (subject awards, top student awards, competition involvement etc)

#### 5.2 Other achievements

These can include:

- Sporting achievements (sporting awards, team captain, interschool team, colours etc)
- Other extracurricular achievements (awards, participation in band/choir/debating/performance, competitions, etc)

#### 5.3 Leadership

These can include:

- Leadership achievements and awards (Head boy/girl, prefect, awards for leadership etc)
- Leadership involvement (Leadership courses, programs etc)

#### 5.4 Community Service

These can include:

- Volunteering programs affiliated with the school
- Compulsory community service/volunteering required by the school

#### 5.5 Passion and Vision

- Vision – how has the nominee demonstrated clear vision? For example have they been involved in development programs for personal development or for the benefit of the school/external organisation?
- Commitment

If the nominator is NOT the Principal/Deputy Principal, then the reference letter must be endorsed by the Principal/Deputy Principal as follows:

*I endorse the above reference letter*

*Full Name:*

*Signature:*

### School Leavers:

Please ensure that your Nominator provides the above reference letter with your nomination form. Please ensure that **both** Nominator Form and reference letter are endorsed by the high school Principal/Acting Principal or Deputy Principal.

### For Non School Leavers:

In addition to the above reference letter, you may elect to provide references with your application, which may be more relevant to your current situation.



## SECTION E | Nominator Privacy Statement, Declaration & Signature (Page 3 on the Nomination Form)

Please ensure that the Nominator will sign and date the Nominator Form.

If the Nominator is not the Principal, Acting Principal or Deputy Principal, the Nominator Form must be endorsed by the Principal, Acting Principal or Deputy Principal.

### SECTION E – Nominator Privacy Statement, Declaration & Signature

1. I declare the information supplied by me to Curtin University ("Curtin") is complete and correct in every particular.
2. I understand the scholarship may be cancelled if it is proven the nominee was offered a scholarship based on false or misleading information or documentation.
3. I acknowledge that I have read and understood Curtin's Privacy Statement located at <http://rim.curtin.edu.au/privacy/>
  - a. I understand this Privacy Statement describes how Curtin handles personal information in its possession or control.

**Nominator's Signature:**  **Date:**

**Nominator's Full Name:**

**Nominator's Email Address:**

**Nominator's Position:**

**Nominator**  
To complete and sign the form.

Only complete the below section if the nominator is NOT the Principal, Acting Principal, or Deputy Principal

**Principal/Acting Principal's Signature:**  **Date:**

**Principal/Acting Principal's Full Name:**

**Principal/Acting Principal's Email Address:**

**Endorsement**  
Only complete this section if the Nominator is not the Principal/Acting Principal or Deputy Principal

## SECTION F | Submission (Page 2 on the Nomination Form)

Please ensure to provide the following documentation to the nominee as they will be required to submit this as part of their online application for the John Curtin Scholarship Program.

- Nominator Form
- Reference Letter
- Additional Reference Letter (for a non-school leavers, if appropriate)

If you have any questions, please contact the Scholarships Office at [Scholarships@curtin.edu.au](mailto:Scholarships@curtin.edu.au) or call 1300 222 888. Mon – Fri 8.30am – 4.30pm