

Family Name & Student ID (if known) _____



Curtin University

**WOMEN IN MBA SCHOLARSHIP
2020 TRIMESTER 2**

APPLICATIONS CLOSE 4PM 13 AUGUST 2020

You must first apply for a course admission to the Master of Business Administration in order to apply for the scholarship.

Curtin Student ID (if known): _____

Family Name: _____

First Name: _____

Date of Birth: _____ Phone Number: _____

Email Address: _____

PLEASE NOTE:

- All correspondence will be sent to the Curtin student email address and the email address you have supplied on this form
- Once you are enrolled, all correspondence will only be sent to your Curtin student email address

IF COMPLETING ON A COMPUTER:

- This is an electronic PDF document
- The form can be completed on your computer, but requires Adobe Acrobat to be installed in order to support this function
- Please note that we cannot accept digital signatures, so the declaration page must be printed and signed manually

IF COMPLETING BY HAND:

- Please complete using BLOCK LETTER and ensure your hand-writing is legible



PART A – APPLICANT INFORMATION

1 My current citizenship status is:

➤ Please select one only

- ☐ Australian citizen
- ☐ Australian permanent humanitarian visa
- ☐ Australian permanent resident
- ☐ New Zealand citizen

2 I am of Aboriginal or Torres Strait Islander descent:

- ☐ No ➤ Go to question 3
- ☐ Yes ➤ [Attach document A – Confirmation of Aboriginality or Torres Strait Islander descent](#)

3 Do you identify as a:

- ☐ Female
- ☐ Male ➤ You are not eligible to apply for the scholarships on this form – do not continue
- ☐ Not specified ➤ You are not eligible to apply for the scholarships on this form – do not continue

4 My current permanent home address is:

_____ POSTCODE: _____

5 My trimester address is/will be:

- If your trimester address is the same address as in Question 4, write 'AS ABOVE' and go to question 6
- If you are currently applying for housing and do not know what your trimester address will be as yet, write "Currently applying for housing"

_____ POSTCODE: _____

6 Have you applied to study the Master of Business Administration (MBA) at Curtin Faculty of Business & Law?

- ☐ No ➤ You are not eligible to apply for the scholarship – do not continue
- ☐ Yes ➤ Go to question 7

Please note:

- MBA (Global) is ineligible course for this scholarship application
- If you have already commenced your MBA in a previous trimester, you are not eligible to apply this scholarship

7 Have you completed a bachelor degree?

- ☐ No ➤ Go to question 8
- ☐ Yes ➤ Go to question 7.1 ➤ [Attach document B – Academic Transcript \(Tertiary level\)](#)

7.1 Please provide the details of the bachelor degree

Course Name	
Completion Date (DD/MM/YYYY)	
Course Weighted Average (CWA) or equivalent	



PART A – APPLICANT INFORMATION

8 Will you be commencing the MBA through Curtin University's Graduate Certificate or Graduate Diploma program pathway?

- ☐ No ➤ You are not eligible to apply for the scholarship – do not continue
- ☐ Yes ➤ Go to question 8.1

8.1 Please provide the details of the Graduate Certificate or Graduate Diploma program

Course Name	
Completion Date (DD/MM/YYYY)	
Current CWA	

9 Will you be enrolled at the MBA as a full-time student or part-time student each trimester?

- ☐ Full-time (minimum of 75 credits per trimester)
- ☐ Part-time (minimum of 25 credits per trimester)

10 Will you be receiving any Credits from Recognised Learning (CRL)?

- ☐ No ➤ Go to Question 11
- ☐ Yes ➤ You are not eligible to apply for the scholarship, unless exempted as below

Please note:

- Exemption will apply for the applicants entering the MBA through Curtin University's Graduate Certificate (up to 100 credits) or Graduate Diploma in Business pathway (up to 200 credits)
- [Attach document B – Academic Transcript \(Tertiary level\)](#)

11 Are you applying for any other scholarships, cadetships or cash prizes?

- ☐ No ➤ Go to Question 12
- ☐ Yes ➤ Complete 11.1 – Please note you will not be allowed to hold another scholarship concurrently. You will need to select which scholarship you wish to accept when the outcome is available.

11.1 Please supply details of any scholarships, cadetships or cash prizes you are currently APPLYING FOR

	Name of Scholarship
1	
2	

12 Will you be in receipt of any other scholarships, cadetships or cash prizes when you commence your study?

- ☐ No ➤ Go to Question 13
- ☐ Yes ➤ You are not eligible to apply for the scholarship – do not continue



PART B – SELECTION CRITERIA

13 **Employer Letter of Support** ➤ [Attach Document C – Letter of Support from Employer](#)

Please include a Letter of Support from your employer agreeing complying with the following requirements:

A) Employer Financial Support**Option 1 – Fee Sponsorship**

In addition to the Curtin Scholarship (40% of the student tuition fees of the Master of Business Administration each trimester for up to 4 years), the applicant's employer commit a minimum Employer contribution of at least 20% of the student tuition fees for the MBA each trimester for up to 4 years. Employers may contribute additional financial support at any time at their discretion.

Contributions are made in accordance with the applicant's enrolment in the relevant trimester of study.

This commitment is formalised in a signed Sponsorship Agreement which is administered by the Fees Centre, Curtin University.

OR

Option 2 – Reimbursement

In addition to the Curtin Scholarship (40% of the student tuition fees of the Master of Business Administration each trimester for up to 4 years), as the applicant's employer, we commit to a minimum employer contribution of at least 20% of the student tuition fees of the MBA each trimester for up to 4 years. There may be employer policies where the applicant is required to pay to Curtin University the required student tuition fee in advance and seek reimbursement from their employer upon successful completion of the unit(s) each trimester.

This commitment is formalised in a signed letter of support which is co-signed by the applicant and her employer and must be provided to the Scholarships Office.

B) On the ground support

Provide practical support to enable the applicant to attend class, undertake additional study and group work and complete assignments.

C) Guidance and advice

Nominate a senior industry based student mentor to provide support and advice throughout the applicant's MBA studies, and also in helping the applicant to develop a post MBA career pathway.

Please note:

- A template is available from the scholarships website.
- The letter of support must:
 - be issued with a corporate letterhead
 - include the applicant's full name, student number (if available), signature and date
 - include the applicant's employer's name, authorising officer's full name, position title, contact details (address, phone no, fax no and email address), signature and date
- The employer must agree to provide all the required ongoing support during your entire course of study.
- If the employer cannot provide all of the support above, the applicant is deemed ineligible for the Women in MBA Scholarship.
- The applicant herself cannot sign off the letter of support (e.g. self-employment, freelance or CEO, etc.)

14 **Personal Statement** ➤ [Attach Document D – Personal Statement](#)

Please include a Selection Criteria Statement addressing the below:

- A)** Reasons for choosing your course of study (Maximum 250 words)
- B)** Personal aspirations and goals present and future (Maximum 250 words)
- C)** In what way would this scholarship assist you to achieve your goals (Maximum 250 words)
- D)** Participation and commitment to social responsibility and community service (Maximum 500 words)

Please note:

Please label all pages of your statement(s) with your student number and full name.

15 **Achievements List** ➤ [Attach Document E – Achievements List](#)

Please include an Achievements List (maximum 2 pages) with your application, listing the below.

Achievements list should be in bullet-point format, chronological order from most recent to oldest.

- A)** Academic achievements – this includes any academic transcripts, awards and commendations
- B)** Leadership achievements
- C)** Extracurricular achievements
- D)** Professional achievements – this includes any professional recognition, commendations, or promotions

PART B – SELECTION CRITERIA

16 Reference ➤ [Attach Document F – References](#)

Please attach one page reference from a lecturer, tutor, employer or professional organisation (select the appropriate referee based on your circumstances). The reference should detail if applicable, but not limited, to the list below. You may elect to provide separate references for each criterion below. Maximum 3 references.

- A) Major professional achievements to date
- B) Leadership roles and qualities
- C) Social responsibility and community service

17 Curriculum Vitae ➤ [Attach Document G – Comprehensive Curriculum Vitae](#)

PART C – DOCUMENTATION REQUIREMENTS CHECKLIST

- Each documentation must be clearly LABELLED with the document identity, your student number and full name in the top left of each page
- (E.g. Document A, Last name, First name Student ID)
- Application form and all supporting documentation must be combined in the order and saved as one PDF file
File name: Last name, First name Student ID – Women in MBA Scholarship Application – 2020 Trimester 3
(E.g. Curtin, Jane 12345678 – Women in MBA Scholarship Application – 2020 Trimester 3)

Please tick all that applies:

☐ **Document A - Confirmation of Aboriginality or Torres Strait Islander descent (if applicable)**

Provide one of the below documents

- ☐ Letter from your Aboriginal Community
- ☐ ABSTUDY Centrelink income statement
- ☐ Current enrolment in the Centre for Aboriginal Studies at Curtin University

☐ **Document B - Academic Transcript (Tertiary level)**

- For Curtin graduates / students, Academic eRecord is accepted
- For non-Curtin graduates, a copy of an official academic transcript is required (including the grade descriptions / legends to assist the selection panel in evaluating the applicant's academic merit)

☐ **Document C - Letter of Support from Employer**

- Letter of support must address requirements as outlined in question 13A-C
- Refer to Letter of Employer Support Template (available on the scholarships website)
- Please note that the authorising signature on the applicant's ELS cannot be a subordinate to the applicant, whether directly, or within another area. The ELS can only be co-signed by the applicant's direct line manager, or above.

☐ **Document D - Personal Statement**

- Statement addressing the selection criteria as outlined in question 14A-D
- For more information about how to write a selection criteria, please visit the Careers Centre website:
<http://life.curtin.edu.au/careers/selection-criteria.htm>

☐ **Document E - Achievements List**

- Achievement list (a maximum 2 pages) as outlined in question 15A-D

☐ **Document F – Reference**

- Reference letter attesting the applicant's achievement and potential as outlined in question 16A-C

☐ **Document G - Comprehensive Curriculum Vitae**

- For more information about how to write a CV/resume, please visit the Careers Centre website:
<http://unilife.curtin.edu.au/careers/resumes.htm>

Please note: Incomplete applications will not be assessed.

If you have any questions about the documentation requirements, please contact the Scholarships Office by email scholarships@curtin.edu.au or phone (08) 9266 2992.

**PART D – DECLARATION AND CONSENT**

1. I declare the information supplied by me to Curtin University of Technology ("Curtin") is complete and correct in every particular.
2. I understand the scholarship may be cancelled if it is proven that I was offered a scholarship based on false or misleading information or documentation.
3. I authorise Curtin to obtain from other educational institutions and relevant authorities, at any time, details of my enrolment and academic record.
4. I consent to Curtin using my personal information supplied for the following purposes:
 - (a) for Curtin Scholarships Office staff and selection committee members (which includes representative(s) of the external sponsor, if any, and Curtin staff) to make the scholarship selection;
 - (b) for the administration of the scholarship;
 - (c) for Curtin's general administrative purposes which includes communications involving surveys, the availability of courses, alumni activity, newsletters and related marketing or promotional activity, and soliciting donations.
5. I acknowledge that I have read and understood Curtin's Privacy Statement located at <http://rim.curtin.edu.au/privacy/>. I understand this Privacy Statement describes how Curtin handles personal information in its possession or control.
6. I confirm that I have attached all required applicable documentation with my application.
7. I understand that if my application is incomplete, it will be assessed as unsuccessful.

Applicant Signature: _____

Date: _____

PART E – HOW TO SUBMIT

Submit your completed application by the following method

Via email: Scholarships@curtin.edu.au*Please ensure:*

1. All documents are merged into **one PDF** file as per the instructions (Refer to Part C - Documentation Requirement Checklist)
2. Submit your application with the subject line:
Last name, First name Student ID – Women in MBA Scholarship Application – 2020 Trimester 3

PART F – SCHOLARSHIP FEEDBACK SURVEY

We value our students and appreciate any feedback that may enhance our services.

1. How did you hear about the Curtin University scholarships you have applied for?
 - ☐ Newspaper/TV advertising
 - ☐ Parents/Family
 - ☐ Friends
 - ☐ Curtin Scholarships Website
 - ☐ Open Day
 - ☐ Promotional Event
 - ☐ Scholarships Alert
 - ☐ Other (Please provide details: _____)
2. Your suggestions and comments would be very much appreciated