



JOHN CURTIN SCHOLARSHIP PROGRAM (JCSP)
NOMINATION GUIDE 2021

Please read this guide before completing the JCSP Nomination Form

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Nominations close 4.30pm AWST on Thursday 15 October, 2020

For more information:

Curtin University
Scholarships Office
P: 1300 222 888
E: scholarships@curtin.edu.au

NOMINATION PROCESS

Step 1: Download

- Nomination form is available to download from right hand side of JCSP information page when scholarship is open for application

Step 2: Complete

- Follow the instructions in this guide to complete the nomination form

Step 3: Submit

- Nomination can be submitted by nominator or nominee
- Closing date listed at top of page on nomination form and nomination guide
- Late or incomplete nominations will be assessed as unsuccessful

Step 4: Receipt

- Email receipt sent to the following within 10 working days of receiving nomination form:
 - Nominee – via email registered with TISC and on nomination form
 - School Principal/Deputy Principal – via school email provided on nomination form
 - Nominator (if the nominator is not the School Principal or 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	10 days 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

Nomination 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.

- Include ALL required documentation with your nomination and make sure all sections are complete. (Incomplete nominations will be assessed as unsuccessful).

- If you are submitting your nomination via post or in person, please:

- Print all pages of the nomination form and additional documentation
- Do not staple or bind any pages together
- Place your nomination form and additional documents into one plastic sleeve

- If you would like the Scholarships Office to check the nomination before submission, you will need to bring your nomination form to the Scholarships Office at least one week before the scholarship closing date.

- If you have questions, please contact the Scholarships Office at Scholarships@curtin.edu.au or call 1300 222 888.

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

TISC ID / Nominee Full Name: _____
Do not bind or staple any of your pages together



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

JOHN CURTIN SCHOLARSHIP PROGRAM (JCSP) NOMINATION FORM 2021

Nominations Close:
4.30pm Thursday 15 October 2020

Please refer to the Nomination Guide when completing this form. The Nomination Guide can be downloaded from the [2021 JCSP web page](#) on the Scholarships Website.
Please print clearly in block letters

SCHOLARSHIP SELECTION

Please select the scholarship(s) being applied for

Both the below scholarships can be applied for using this form. Further information about each scholarship can be found at Scholarships.curtin.edu.au

- ☐ John Curtin Undergraduate Scholarship (JCUS)
☐ Julia Gillard Women in Leadership Scholarship (Female only)

SECTION A – Nominee's Details (Nominator to complete)

Grey bars detail who is required to fill out the section

High School / Name of Education Institution _____

TISC (Curriculum Council) Number _____

Family Name _____

First Name _____

Date of Birth _____ Phone _____

Email Address _____

Nominator to complete nominee's details.

Education institution name should be in **FULL**, please do not abbreviate the school name.

All communication in relation to this nomination will be sent via the email registered with TISC when the nominee made their 2021 course preferences. Please ensure the nominee will have access to this email address at all times.

SECTION B | Nominator's Details

SECTION B – Nominator's Details (Nominator to complete)

Name _____

Email _____

Education Institution's Postal Address _____

Education Institution's Phone Number _____

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 – TAFE
☐ Other ➤ Please complete the 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.

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 (Nominator to complete)

4 The nominee is a:

- ☐ Non school leaver ➤ ATAR _____ ➤ Attach Document A
- ☐ High school leaver ➤ Complete 4.1 ➤ Attach Document A

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

☐ Yes ➤ Complete 4.1a

4.1a What is the nominee's predicted ATAR?

☐ No ➤ Complete 4.1b

4.1b Please specify below reasons why the candidate is being nominated for the JCSP

**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)

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:

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 (Document B) outlining the following:

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

School Leavers:

Please ensure that your Nominator provides the above reference letter with your nomination form.

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 | Nominee's Statement (Page 3 | Question 6 on Nomination Form)

Please attach a typed statement (Document C) outlining the points below:

6.1 Academic achievements

6.2 Achievements (non-academic)

- A) Achievements within your education institution
- B) Achievements external to your education institution

6.3 Leadership

- A) Leadership achievements within your education institution
- B) Leadership achievements external to your education institution

6.4 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

6.1 Academic achievements

Examples

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

6.2 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
 - (2017-2020) – Played trumpet in school band. Band has competed in multiple competitions including nationals in 2018.
 - (2017-2020) – Part of interschool sport team.
- B) Achievements external to my education institution
 - (2020) – Placed first in Australian National Piano Competition
 - (2018) – Young Designer of the Year Award. Awarded for concept/design of pump for wells for efficient water supply – for 3rd world countries.
 - (2017-2019) – Played state-level hockey. Nominated and awarded the fairest player award 3 consecutive years in a row (2017, 2018, 2019)

6.3 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
 - (2018-2020) – Captain of school basketball team. Develop game strategy with coach, motivating players, coordinating team games.
 - (2018) – School drama prefect
 - (2016-2020) – School prefect
- B) Leadership achievements/participation external to my education institution
 - (2020) – Community Young Leaders Award. Nominated by my neighbourhood group.
 - (2020) – Leadership course. Two year 12 students selected to attend state course.

6.4 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
 - (2016-2019) – Community service within school (100 hours)
- B) Community service activities external to the education institution (I have arranged by myself independently)
 - (2016-current) – Volunteer first aider with Saint John of God Ambulance. Attend community events as first responder – rural areas only. (On call basis)
 - (2019) – Volunteer at orphanage in Cambodia. Roles included teaching & childcare. (80 hours)
 - (2018) – Volunteering at Red Cross soup kitchen. Pickup soup from Hollywood Hospital, and bread from bakery, then distribute at designated locations around Perth. (15 hours)

SECTION E | Nominee's Essay (Page 3 | Question 7 on the Nomination Form)

7 Attach a typed essay on the below (Document D):

- 7.1 What is an issue that you are passionate about within your community?
- 7.2 In what way does this issue affect you/why are you passionate about this issue?
- 7.3 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 (you can copy and paste the below at the end of your essay):

"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

7.1 What is an issue that you are passionate about within your community?

Text in paragraphs

7.2 In what way does this issue affect you/why are you passionate about this issue?

Text in paragraphs

7.3 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: _____

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: _____

SECTION F | Julia Gillard Women in Leadership Scholarship Statement (Page 3 | Question 8 on the Nomination Form)

8 Attach a typed statement outlining the below (Document E):

8.1 What does leadership mean to you?

8.2 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

SECTION G | Documentation Checklist (Page 4 on the Nomination Form)

SECTION G – Documentation Checklist (*Nominator and Nominee to check*)

Nomination Form Checklist

- ☐ Do the attached documents follow the required format detailed in the *JCSP Nomination Guide*?
- ☐ Have all of the questions been completed?
- ☐ Has the form been signed and dated by both the nominee and approved nominator?
- ☐ Has the essay declaration been signed and dated?

Documentation Checklist

☐ Document A: Statement of Results

School Leavers:

- Year 11 Statement of Results
- Year 12 Statement of Results. Full reports are not required*

Non School Leavers:

- Most recent Statement of Results

☐ Document B: Nominator's Endorsement & Reference Letter

School Leavers:

- See *JCSP Nomination Guide* for required format

Non School Leavers:

- In addition to the Nominator's Endorsement & Reference Letter, you can also elect to provide references, which may be more relevant to your current situation

☐ Document C: Nominee's Statement

- See *JCSP Nomination Guide* for required format

☐ Document D: Nominee's Essay

- See *JCSP Nomination Guide* for required format and layout

☐ Document E: Julia Gillard Women in Leadership Scholarship Statement

- Only students applying for the Julia Gillard Women in Leadership Scholarship

Grade reports are acceptable in lieu of **Statements of Results**

Nomination forms must be **complete** at time of submission.

As the JCUS is a prestigious scholarship with an early scholarship outcome, no extensions will be provided for incomplete nominations or missing documentation.

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SECTION H – Nominee Privacy Statement, Declaration and Signature (Nominee to complete)

1. 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.
2. I authorise Curtin to send all correspondence concerning this application including the outcome of the application to the nominator and/or the education institution which the nominee was enrolled.
3. I authorise Curtin to obtain from other educational institutions and relevant authorities, at any time, details of my enrolment, misconduct record and academic record.
4. I acknowledge that I have read and understood the eligibility criteria (available at scholarships.curtin.edu.au) to be considered for the John Curtin Scholarship and/or the Julia Gillard Women in Leadership Scholarship 2021
5. I acknowledge that I have selected/will have selected and saved a Curtin University course as my first preference on TISC by the date of the scholarship application
6. I understand that if I do not meet any of the eligibility criteria by the scholarship closing date, I will not be eligible to be considered for the scholarship(s)
7. I consent to Curtin using my personal information supplied for the following purposes:
 - a. For Curtin Scholarships Office staff and selection committee members 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 course activity, newsletters and related marketing or promotional activity, and soliciting donations.

Nominee:
Please ensure you read and sign the Privacy Statement and Declaration.

Nominee's legal guardian will also need to sign the form if the nominee is under 18 years old.

Nominee Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

(If applicant is under 18 years)

Full Name of Signee _____

SECTION I – Nominator Privacy Statement, Declaration & Signature (Page 6 on the Nomination Form)

SECTION I – Nominator Privacy Statement, Declaration & Signature (*Nominator to complete*)

- I declare the information supplied by me to Curtin University ("Curtin") is complete and correct in every particular.
- 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.
- 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.

Nominator's Signature: _____ Date: _____

Nominator's Full Name: _____

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: _____

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

SECTION J | Submission (Page 6 on the Nomination Form)

SECTION J – Submission (*Completed Nomination Forms can be submitted by either the Nominee or Nominator*)

Submit your completed nomination form along with the required supporting documentation via one of the following options.

- To ensure that we have the correct nomination forms, submit your application using only one of the submission channels, please **do not** send multiple copies through the different submission channels. For example, if you are emailing your nomination, do not send a hard-copy as well
- If you would like to confirm that we have received your nomination, please call the Scholarships Office on (08) 9266 2992.

Email	Post	In Person
<p>Scholarships@curtin.edu.au</p> <p>We are only able to accept applications in PDF.</p> <p>Please ensure that the form:</p> <ul style="list-style-type: none"> Has been signed Has been combined into one PDF Email Subject: 2021 JCSP Application – TISC ID, Name of Applicant E.g. 2021 JCSP Application – 12345678 John SMITH 	<p>Curtin University Scholarships Office Building 101, Level 1 GPO Box U1987 PERTH WA 6845</p> <p>Please ensure the form has been printed and signed.</p>	<p>Curtin University Scholarships Office Building 101, Level 1 Kent Street BENTLEY WA 6102</p> <p>Please ensure the form has been printed and signed.</p>

Nomination form can be submitted by the nominator or nominee.

Please read the submission requirements carefully