



# Australia Awards in Africa 2018 Intake Application Form Award Level: Master's Degree e-Application Form

## How to Complete This Form

**Each year, over half of the applications received by Australia Awards in Africa are automatically rejected because they are received late, are incomplete or are from applicants that do not meet the eligibility criteria for their country. Please take time to read these instructions carefully, read the Eligibility Criteria (EC) and ensure you submit a full and complete application.**

Please complete this form in ENGLISH. Please ensure you have read and understood your country's Eligibility Criteria (EC) which is available from your country's webpage on [www.australiaawardsafrica.org](http://www.australiaawardsafrica.org). You must complete all applicable sections of this form and provide all supporting documents.

**Please ensure you complete the checklist of documentation required, which appears at the end of the Application Form.**

## Choosing Your Preferred Course of Study

Australia Awards in Africa are intended to support scholars from Africa to gain knowledge and skills that will contribute to their country's long-term development needs. It is important to choose a course that is a priority field of study for your country.

A list of the priority sectors (fields of study) for 2018 scholarships is included in your country's DAP available from the Australia Awards in Africa website. The selection process will favour applications from people who are choosing to study in the relevant priority fields.

The form requires applicants to nominate their priority sector and indicate two preferred courses and Australian Universities. Your choice of priority sector at the preliminary stage is binding and cannot be changed later in the process. Note that the course and university choices you make on this form are not binding at the preliminary stage – i.e. you will not necessarily be restricted to only these course choices if you are offered an award. However, please remember that it is essential that the courses indicated are related to the priority sector you have nominated in this application.

When making a choice of Priority Field for your course and your sector, please bear the following instructions in mind:

- Studies in water systems for agricultural purposes such as improving irrigation should be classified under Agriculture – Irrigation-related
- Accountants and economists should use the classification "Governance – Public Financial Management"
- Infrastructure studies should be recorded against the specific priority sectors if they relate to Education, Health or Water & Sanitation. Infrastructure outside these sectors should be classified against Infrastructure.



## Australia Awards

- For academic staff, please code yourself under the sector that you are active in, rather than under Education / Tertiary. So, for example, a lecturer in crop systems should code themselves under Agriculture – Plant-related, rather than Education – Tertiary.
- Ensure that the courses you nominate are offered by the university in “On-campus” mode; that is, courses that are delivered in “Distance” or “Off-campus” or “Correspondence” mode only are not available for holders of an Australia Award.

It is also important to be able to demonstrate that you have done some course and university research should you be invited to an interview and that you can make a persuasive case demonstrating the relevance of the nominated course and the skills you expect to gain and the development benefit expected to be derived from the application of these skills in your workplace when you return. Please refer to the Australia Awards in Africa website for guidance on conducting your own self-directed course research. Note that applicants shortlisted for an interview will receive additional course advice and support from Australia Awards in Africa prior to their attendance at the interview.

## Other Information on Your Application and Processes

**People with a disability, or from organisations working with the disabled, are encouraged to apply.**

As set out in [Development for All 2015–2020: Strategy for strengthening disability-inclusive development in Australia's aid program](#), the Australian Government is committed to offering educational opportunities to people with disabilities eligible to apply for an award. The UN Convention on the Rights of Persons with Disability (2006) that the Australian Government has ratified, adopts a social model of disability that recognises those who have long-term physical, mental or sensory impairments which in interactions with various barriers may hinder their full and effective participation in society on an equal basis with others.

**Having a disability will not disadvantage you in the application or selection process.** Your application will be considered like any other and you will not be disadvantaged in any way by disclosing your disability in this competitive process. Reasonable adjustments will, where possible, be made that ensure equitable participation by all who participate on the award.

It is mandatory for applicants to address gender equality and social inclusion criteria where directed in the application form.

**Women are encouraged to apply.**

The Australian Government has an equal access policy for its scholarship opportunities as outlined in [Gender Equality and women's empowerment strategy](#) (DFAT 2016). To this end, Australia Awards in Africa is keen to ensure that women participate equally in the program and have equal opportunities to benefit from the Awards. Women are encouraged to apply and will be supported, as applicable, during the selection process and once awarded.

**You will need a valid passport if called for interview.**

Interviews for Master's Awards take place in a limited number of African countries. It is therefore likely that many applicants will be interviewed in a neighbouring country. If you are invited for an interview, **you must possess a current passport or other official travel document** that will allow you to travel outside your home country. If you do not have a passport you should apply for one immediately if you wish to be considered for a scholarship. If you do have a passport, you should provide a copy of your passport with your Application Form. Travel to interviews is arranged and paid for by Australia Awards in Africa. In addition, if you are selected for an award you should ensure that your passport will be valid for the full duration of your studies (assume this could be up to two years) with at least six months of validity remaining at the end of your course.

**Your application for an Australia Awards in Africa Master's Award is not the same as applying to an Australian university for admission.**



## Australia Awards

The two processes are separate. If you are awarded a scholarship, an application for admission will be submitted on your behalf to the university of your choice, by the Australia Awards in Africa team. Note that Australian Universities maintain their own standards and criteria for admission of students and these may vary from university to university, with some requiring higher admission standards than others. These criteria are **not controlled or influenced by the Department of Foreign Affairs and Trade (DFAT)** and the award of a scholarship does not guarantee that a University will accept your application. Universities are not obliged to accept an applicant, even if they hold a scholarship award from Australia Awards. **It is therefore very important to research your course and university choices carefully to ensure that you will meet the minimum entry standards required by the university of your choice.**

Your application form is confidential and DFAT will only share the content (if necessary) once applicants have signed the authorisation on the final page of the application form. If you are offered an Australia Award, you will be required to sign a **contract**, and will be bound by the conditions of the relevant awards. Full details of these conditions are provided on the DFAT address above, and are available at **[www.australiaawardsafrica.org](http://www.australiaawardsafrica.org)**

Under the terms of their contract and visa, Master's Award recipients are required to **return to their country on completion of their Award** and not seek to re-enter Australia **for at least twice the length of time they were in Australia.**

If you have any questions about the Australia Awards in Africa, including the application process, deadlines, and the institutions where you may be entitled to study, further details are provided on the websites mentioned below.

### Important Information about Eligibility

To be eligible to apply for an Australian government-sponsored scholarship, you **must**:

- be a citizen of a participating African country and
- meet the age restrictions for the award which vary by country – see the Australia Awards in Africa website: [www.australiaawardsafrica.org](http://www.australiaawardsafrica.org) for more details.

You are **not** eligible to apply for a Master's-level Award under Australia Awards in Africa if you:

- do not hold a Bachelor's degree or a qualification considered equivalent in your country or Australia
- already hold a Master's degree or equivalent (note: you must declare all post-graduate qualifications so that a judgement can be made on their equivalence – failure to declare may be considered fraud)
- currently hold an Australian Government scholarship or an Australia Award
- hold citizenship or permanent resident status in Australia or New Zealand
- are married, or engaged to be married to someone who holds or is entitled to hold citizenship or permanent residency in Australia or New Zealand
- have ever been convicted of a serious crime, or are currently facing legal action or police charges in any country relating to allegations of serious criminal activity
- are unemployed at the time of applying
- have committed or been involved in, or are under investigation for involvement in, the commission of war crimes or crimes against humanity or human rights abuses.

If any of the above are the case for you, please do not apply. Applicants shortlisted to attend an interview will be required to provide a statutory declaration attesting to their police record and awardees will be subject to screening processes. Following endorsement by applicants of an authorisation in relation to use of personal information (Declaration, page 28), names of successful nominated awardees may be published widely in the media.



## Australia Awards

If you think you are eligible to apply, satisfy the country specific criteria as specified in your country's DAP, and meet any necessary pre-requisites for your particular field of study, please fill out this application form and submit it to Australia Awards in Africa by the due date of:

**15 December 2016**

For further information:

DFAT Scholarships: [dfat.gov.au/people-to-people/australia-awards/pages/australia-awards.aspx](http://dfat.gov.au/people-to-people/australia-awards/pages/australia-awards.aspx)

Australia Awards in Africa: <http://www.australiaawardsafrica.org/>

Or contact us by email: [enquiries@australiaawardsafrica.org](mailto:enquiries@australiaawardsafrica.org)

**This Submission Deadline for this form and all supporting documents is:**

**15 December 2016**

Late applications will not be considered.



## Australia Awards Scholarships - Master's Degree Application Form 2018 Intake

### PART 1: About You

This section collects information about you, and allows you to determine your eligibility for an Australia Award. Please note that **people with disability** are encouraged to apply, as are women and people from rural areas. Disability, sex or other discriminatory factors are not used to disadvantage applicants in the selection or application process.

|                                             |  |
|---------------------------------------------|--|
| <b>From which country are you applying?</b> |  |
|---------------------------------------------|--|

| Personal Information                                                                                              |        |             |      |      |    |
|-------------------------------------------------------------------------------------------------------------------|--------|-------------|------|------|----|
| Title                                                                                                             | Mr     | Mrs         | Ms   | Miss | Dr |
| First Name / Given Name<br>(Enter your names as shown in your passport or other official identification document) |        |             |      |      |    |
| Middle Name (if applicable)                                                                                       |        |             |      |      |    |
| Surname / Family Name                                                                                             |        |             |      |      |    |
| Date of Birth                                                                                                     |        |             |      |      |    |
| Place of Birth                                                                                                    |        |             |      |      |    |
| Current Age                                                                                                       |        |             |      |      |    |
| Sex                                                                                                               | Female |             | Male |      |    |
| Country of Citizenship                                                                                            |        |             |      |      |    |
| National Identity Number                                                                                          |        |             |      |      |    |
| Passport number<br>(provide if you have a passport)                                                               |        | Issue date  |      |      |    |
|                                                                                                                   |        | Expiry date |      |      |    |
| Second Country of Citizenship (if applicable)                                                                     |        |             |      |      |    |



### Personal Contact Details

This is for your personal contact details. You will have an opportunity to provide your work address and contact details later on in this form. The application process will take several months. You must provide a current email address and phone number where you can be contacted while the selection process proceeds. If you are not contactable, your application may not be considered.

#### Residential Address

Enter the address where you live. Do **not** enter a PO Box or "care of" address.

|                                                                                                                                                          |       |             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-------------|
| Street Address                                                                                                                                           |       |             |
|                                                                                                                                                          |       |             |
| Town or City                                                                                                                                             |       | Postal Code |
| Province                                                                                                                                                 |       |             |
| Country                                                                                                                                                  |       |             |
| Home Phone Number                                                                                                                                        | Main: | Other:      |
| Work Phone Number                                                                                                                                        | Main: | Other:      |
| Mobile (Cell Phone) Number                                                                                                                               | Main: | Other:      |
| Email<br>This email address will be used for <b>all</b> communication regarding your application. Specify an email account that only you have access to. |       |             |
| Other Email<br>Enter <b>one</b> alternative email address (optional).                                                                                    |       |             |

#### Postal Address

Postal address may be required if your application is successful. Leave blank if same as residential address.

|                   |  |             |
|-------------------|--|-------------|
| Address or PO Box |  |             |
|                   |  |             |
| Town / City       |  | Postal Code |
| Province          |  |             |
| Country           |  |             |



## Family and Dependants

You are responsible for supporting your dependants (spouse and children under 18 years of age) whether they remain in your home country or accompany you on-award in Australia. The Award does not provide additional financial support for your dependants. Family entry to Australia is subject to Australian Immigration requirements including evidence of financial status (see *Australia Awards Scholarships Policy Handbook 2016 Edition* for financial requirements).

Marital Status

Married

De Facto

Engaged

Divorced

Separated

Widowed

Never married

## Dependant Details

| Given Name   | Family Name | Sex         | Date of Birth | Relationship | Accompanying |
|--------------|-------------|-------------|---------------|--------------|--------------|
|              |             | M F         |               |              | Yes No       |
| Passport No: |             | Issue Date: |               | Expiry Date: |              |
|              |             | M F         |               |              | Yes No       |
| Passport No: |             | Issue Date: |               | Expiry Date: |              |
|              |             | M F         |               |              | Yes No       |
| Passport No: |             | Issue Date: |               | Expiry Date: |              |
|              |             | M F         |               |              | Yes No       |
| Passport No: |             | Issue Date: |               | Expiry Date: |              |
|              |             | M F         |               |              | Yes No       |
| Passport No: |             | Issue Date: |               | Expiry Date: |              |
|              |             | M F         |               |              | Yes No       |
| Passport No: |             | Issue Date: |               | Expiry Date: |              |
|              |             | M F         |               |              | Yes No       |
| Passport No: |             | Issue Date: |               | Expiry Date: |              |



### Emergency Contact Details

Provide details of a person who can be contacted in case of an emergency. This may be a relative or friend.

|                                                  |       |     |    |             |    |
|--------------------------------------------------|-------|-----|----|-------------|----|
| Title                                            | Mr    | Mrs | Ms | Miss        | Dr |
| First Name / Given Name                          |       |     |    |             |    |
| Surname / Family Name                            |       |     |    |             |    |
| Relationship to you                              |       |     |    |             |    |
| Residential Address                              |       |     |    |             |    |
|                                                  |       |     |    |             |    |
| Town / City                                      |       |     |    | Postal Code |    |
| Province                                         |       |     |    |             |    |
| Country                                          |       |     |    |             |    |
| Home Phone Number                                | Main: |     |    | Other:      |    |
| Mobile (Cell Phone) Number                       | Main: |     |    | Other:      |    |
| Email<br>(Specify <b>one</b> email address only) |       |     |    |             |    |



## Eligibility

What type of organisation do you work for? Tick **one** only

Public Sector (i.e. government at any level or a recognised parastatal)

Private Sector (if you are self-employed in your own business you are **not** eligible to apply)

Civil Society (i.e. community, development or non-government organisation, faith-based organisation, multi-lateral organisation)

Unemployed – you are **not** eligible to apply. Please do not proceed.

Are you a citizen of an eligible African country?

Please see the Australia Awards (Africa) website for a list of eligible countries

Yes

No – not eligible. Do not proceed.

Do you currently live in your country of citizenship?

Yes

No – you may be eligible, depending on your circumstances.

If NO, please provide additional details:

Do you currently reside outside Africa?

Yes – you may be eligible, depending on your circumstances.

No

If YES, please provide additional details:

Have you applied, or are you intending to apply, for citizenship or permanent residency in Australia or New Zealand?

Yes – not eligible. Do not proceed.

No

Do you have Australian or New Zealand citizenship or permanent residency?

Yes – not eligible. Do not proceed.

No

Are you engaged or married to someone who has, or is eligible for, Australian or New Zealand citizenship or permanent residency?

Yes – not eligible. Do not proceed.

No



## Australia Awards

Do you wish to apply for, or study towards, an MBA under the Australia Awards in Africa?

Yes – not eligible. Do not proceed.

No

Do you have a Master's degree already, or are you currently actively studying towards one?

Yes – not eligible. Do not proceed.

No

Have you ever been subject to any criminal or civil proceedings, or are you currently facing legal action or police charges in any country?

Yes – This will not necessarily disqualify you.

No

If YES, provide details of criminal or civil proceedings and complete the statutory declaration:

Have you ever committed, or been involved in the commission of war crimes or crimes against humanity or human rights?

Yes – not eligible. Do not proceed.

No



## English Language Proficiency

If you are awarded a scholarship, you will be required to study in English at an Australian University. Universities maintain their own criteria for admission, which are not controlled or influenced by DFAT. These criteria include the need for applicants to demonstrate English proficiency.

All applicants must therefore provide evidence or certification of their English language proficiency.

Applicants should provide **at least one (1)** of the documents listed below:

If you have completed an English test in the past 12 months, please attach a **copy of the test results**.

While you should provide the results of any English test you have taken, please note that Australian Universities use IELTS or TOEFL tests as their entry standard. While some Universities may consider other tests, they may not meet the University's entry requirements.

A **letter from your employer** certifying that English is the working language of your work unit and that you regularly communicate in English if this is indeed the case.

A **letter from your undergraduate university** certifying that English was the medium of instruction for your course and you completed your degree qualification in English.

An IELTS, TOEFL or PTE test is compulsory for applicants from these countries:

Mauritius

Madagascar

Mozambique

Applicants from these countries who have not previously completed an IELTS, TOEFL or PTE test will still be considered for an Award. However, if you are from one of these countries and are invited to interview, you will be required to undertake an English test. This may include the requirement to travel to your nearest accredited testing centre. This will be at no cost to you. The Australia Awards in Africa Office will contact you to inform you and to make suitable arrangements.

|                                                  |               |                 |                |
|--------------------------------------------------|---------------|-----------------|----------------|
| Is English your first Language?                  |               | Yes    No       |                |
| Is English the language of your highest studies? |               | Yes    No       |                |
| Have you taken an IELTS, TOEFL or PTE test?      |               | Yes    No       |                |
| Test Name                                        |               | Test Date       | Overall Score  |
| Reading Score                                    | Writing Score | Listening Score | Speaking Score |
|                                                  |               |                 |                |



## Computer Literacy

Please answer the following questions to the best of your ability. This will assist Institutions to decide whether to provide additional tuition.

|                                                                   |                    |                                             |              |        |
|-------------------------------------------------------------------|--------------------|---------------------------------------------|--------------|--------|
| How regularly do you use a PC?                                    | Every day<br>Never | Often                                       | Occasionally | Rarely |
| Please rate your overall computer literacy:                       | Very good          | Moderate                                    | Weak         | None   |
| Please indicate the software packages that you are familiar with: |                    |                                             |              |        |
| Word processing software (e.g. MS Word)?                          |                    | Spreadsheet software (e.g. Excel)?          |              |        |
| Database software (e.g. Access, EndNote)?                         |                    | Operating Systems (e.g. Windows 10)?        |              |        |
| Presentation software (e.g. PowerPoint)?                          |                    | Email software (e.g. Outlook)               |              |        |
| Internet browser (e.g. Internet Explorer)?                        |                    | Statistical packages (e.g. SPSS or Minitab) |              |        |
| Other – Please indicate:                                          |                    |                                             |              |        |

## Professional Memberships

**List any relevant associations and organisations.** These may be community, cultural, political, scientific, professional and/or educational organisations.

|                     |  |          |  |
|---------------------|--|----------|--|
| 1. Association Name |  |          |  |
| Position            |  |          |  |
| Start date          |  | End date |  |
| 2. Association Name |  |          |  |
| Position            |  |          |  |
| Start date          |  | End date |  |
| 3. Association Name |  |          |  |
| Position            |  |          |  |
| Start date          |  | End date |  |



## Scholarships

Have you previously received, or do you currently hold, a scholarship funded by Australia or another country?

Yes

No

If YES, provide details:

|                        |  |          |  |
|------------------------|--|----------|--|
| Scholarship Name       |  |          |  |
| Start Date             |  | End Date |  |
| Name of Institution    |  |          |  |
| Study Country          |  |          |  |
| Qualification Received |  |          |  |

Have you previously applied for an Australian scholarship?

Yes

No

If YES, provide details



## Disability Inclusion and Support

People with disability are encouraged to apply.

The Australian Government's commitment to supporting fair and equitable participation in international development is outlined in [Development for All 2015-2020: Strategy for strengthening disability-inclusive development in Australia's aid program](#). This applies to offering opportunities in education for people with disability who are eligible to apply for an award. Under Australian law, disability include physical, mental, intellectual, psychiatric, sensory, neurological, learning disability, physical disfigurement and the presence in the body of disease-causing organisms (the Disability Discrimination Act).

Do you identify as having a disability?

Yes

No

If you answer YES it will not disadvantage you in the selection process. You will be given an opportunity to identify any specific barriers and challenges that there may be in participating on the award. If you are successful in your application and selected for an award, where ever possible appropriate adjustments and support will be put in place so you can participate like others and benefit from the award. By providing detailed information on your needs, appropriate support plans can be developed and implemented with you.

If you answered YES above, please provide a short description of your disability:

If you answered YES above, how do you think that your disability may impact on your ability to participate in the award? What adjustments or support may you require?

## Gender Inclusion and Support

The Australian Government has an equal access policy for its scholarship opportunities as outlined in [Gender equality and women's empowerment strategy](#) (2016). To this end, Australia Awards in Africa aims to ensure that women participate equally in the program and have equal opportunities to benefit from the Awards. Women are encouraged to apply and will be supported, as appropriate, during the selection process and once awarded.



## PART 2: Proposed Studies

If you are successful in your scholarship application, Australia Awards in Africa will assist you to research the best course and most suitable institution for your needs, and to make an application to your preferred institution. However, our assessment of your application will include consideration of your proposed studies, so please tell us about your plans.

### Priority Sector

Taking into consideration your country's Desired Applicant Profile and the Instructions, what field of study / Priority Sector do you intend to apply under? Please tick **one** that is the most relevant.

#### Agriculture

- Animal-related
- Irrigation-related
- Plant-related
- Other agriculture, specify below

#### Health

- Public Health
- HIV/AIDS
- Infrastructure
- Maternal / Child Health
- Mental Health
- Clinical Rehabilitation
- Other health, specify below

#### Development Studies

- General Development including Rural development
- Gender
- Disability Studies
- Peace and Conflict
- Other, specify below

#### Infrastructure

- Communications
- Public / Private Partnerships
- Project Management
- Energy
- Transport
- Other, specify below

#### Education

- Education Leadership and Management
- Tertiary
- Infrastructure
- Curriculum Design
- Technical / Vocational Education and Training
- Special Education
- Other, specify below

#### Natural Resources Management

- Environmental management, including climate change
- Extractives
- Ocean and Fisheries
- Other productive sector, specify below

#### Governance

- Public Policy (including Public Sector Reform)
- International Relations
- Public Financial Management
- Trade Policy
- Other, specify below

#### Water and Sanitation

- Water resources management
- Sanitation supply and service delivery
- Infrastructure
- Water supply and service delivery
- Regulation of water and sanitation services
- Other, specify below

If you answered "Other" above, please provide details:



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## Course and University Choices

Please indicate your preferred Master's degree course/s and University/ies at which you may wish to study. Note that there may be some flexibility to modify your courses choices at a later stage in the process, however your course choices must be linked to the Priority Sector you nominate above. Where course choices are inconsistent with the nominated Priority Sector, the application may be marked down, or not considered further.

One of the criteria that is used to assess each application is the likelihood of the applicant being accepted by an Australian university. However, the award of a scholarship does not guarantee a place at a university and universities are not obliged to accept an applicant even if they have a scholarship. You are therefore urged to research your course and University choices to make sure you meet the University's entrance requirements.

The **Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS)** is the official Australian Government website that lists all courses offered to people studying in Australia on student visas. If you know the CRICOS codes of your course choices, please provide them here. Please note CRICOS codes are not mandatory at time of application.

|              |              |  |
|--------------|--------------|--|
| Preference 1 | Course Title |  |
|              | Institution  |  |
|              | CRICOS code  |  |
| Preference 2 | Course Title |  |
|              | Institution  |  |
|              | CRICOS Code  |  |

You may apply for a Master's degree by course work (which may include a compulsory or elective research component) or by research. If you intend to undertake a PhD at any time in the future, you are urged to consider applying for a Master's degree that involves a significant research component.

**Note: Australia Awards will not fund non-compulsory research or field work.**

|                                                                     |           |
|---------------------------------------------------------------------|-----------|
| Does your preferred course include a compulsory research component? | Yes    No |
| Does your preferred course include compulsory field research?       | Yes    No |

Have you made an application to an Australian University in the last two years?

Yes

No – This will not disqualify you.

If YES, please attach details, such as a copy of the acceptance letter or other correspondence from the University, to your application.



### Master's By Research Program Applicants

Please provide details of your proposed research.

Research Title *(max 250 characters, approx. 30-50 words limit)*

Objective *(max 1000 characters, approx. 150-200 words limit)*

Significance and possible application of your proposed research to Africa's development. Include reference to how the proposed research may impact social inclusion or gender equality issues.  
*(max 1000 characters, approx. 150-200 words limit)*



Research Methodology (max 1000 characters, approx. 150-200 words limit)

Supervisor (if known)

Name

Position

Institution / Organisation

Contact Phone Number

Email

Summarise any discussions or communication you have had with your proposed supervisor in formulating your research plan.



## Fieldwork

Does your research include fieldwork?

Yes

No

If YES, describe the fieldwork you will be undertaking (*max 1000 characters, approx. 200 words limit*)

**Note: The Australia Awards program will only fund a portion of your fieldwork if you meet the criteria set out in the Scholarship Handbook.**

What is the duration of your proposed fieldwork? (*in weeks, if known*)

weeks

In which country will you undertake the proposed fieldwork?

### Proposed Fieldwork Supervisor (*In-country supervisor for your fieldwork, if known*)

Name

Position

Institution / Organisation

Contact Phone Number

Email



## PART 3: Returning Home

How applicants plan to use the skills acquired through their proposed studies is an important consideration in assessing each application. Assessment will take into account the relevance of your study plan to your current employment, and how you intend to apply your enhanced skills to benefit your career, your employer and your nation.

| Current Employment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |        |         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|---------|
| Position title                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |        |         |
| Name of Employment Organisation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |        |         |
| Public Sector Rank or Designation<br>(public sector employees only)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |        |         |
| <b>Please describe your current Employment</b><br>Executive / Senior Management/ Senior Professional<br><i>(e.g. Senior Principal, Director of Nursing or Nurse Superintendent)</i><br>Middle Management/ Professional<br><i>(e.g. Principal, Supervising Nurse Practitioner)</i><br>Senior Clerical or Administrative/ Technician/ Supervisory<br><i>(e.g. Specialist or Supervising Teacher, Senior or Specialist Nurse)</i><br>Clerical or Administrative/ Tradesperson<br><i>(e.g. Semi-skilled, Graduate entry Public Servants, Graduate Teachers and Nurses)</i> |        |         |
| Other, please indicate                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |        |         |
| Please give the number of <b>years and months of professional experience</b> you have gained since graduating with your first tertiary level qualification (e.g. your Bachelor's degree):                                                                                                                                                                                                                                                                                                                                                                              | Years: | Months: |

| Employer Contact Details                               |       |             |  |
|--------------------------------------------------------|-------|-------------|--|
| Physical Address (your actual work unit and location): |       |             |  |
|                                                        |       |             |  |
| Town / City:                                           |       |             |  |
| Province                                               |       | Postal Code |  |
| Country                                                |       |             |  |
| Landline Number                                        | Main: | Other:      |  |
| Mobile (Cell Phone) Number                             | Main: | Other:      |  |
| Employer Email                                         |       |             |  |



## Sector of Employment

**What sector do you work in?** Please see the Instructions for guidance, then tick the **one sector** that is most relevant. If you are not sure, please select “Other” and provide details. Please note – this question refers to **the sector in which your employing organisation operates**, not the sector of your profession. So, for example, if you are an IT professional working in an educational institution, you would select “education” as your sector of employment.

### Agriculture

- Animal-related
- Irrigation-related
- Plant-related
- Other agriculture, specify below

### Development Studies

- General Development including Rural development
- Gender
- Disability Services
- Peace and Conflict
- Other, specify below

### Education

- Education Leadership and Management
- Tertiary
- Infrastructure
- Curriculum Design
- Technical / Vocational Education and Training
- Special Education
- Other, specify below

### Governance

- Public Policy (including Public Sector Reform)
- International Relations
- Public Financial Management
- Trade Policy
- Other, specify below

### Health

- Public Health
- HIV/AIDS
- Infrastructure
- Maternal / Child Health
- Mental Health
- Clinical Rehabilitation
- Other health, specify below

### Infrastructure

- Communications
- Public / Private Partnerships
- Project Management
- Energy
- Transport
- Other, specify below

### Natural Resources Management

- Environmental management, including climate change
- Extractive industries
- Oceans
- Other productive sector, specify below

### Water and Sanitation

- Water resources management
- Sanitation supply and service delivery
- Infrastructure
- Water supply and service delivery
- Regulation of water and sanitation services
- Other, specify below

If you answered “Other” above, please provide details:



## Australia Awards

Will you return to this employer when you complete your scholarship?

Yes

No

Not sure

If NO, please describe the work you plan to seek when you return to your country, including the location and the sector and type of organisation (*approximately 100 words*).

Please provide your detailed employment history in PART 4: Curriculum Vitae.

**For your current position**, or a position you have held within the last two years, you may supply any Performance Appraisals or summaries from your performance review process to support your application. Please **do not submit more than three pages**. If you are invited to interview, you may bring your full performance review documentation with you if you wish. This is an optional supporting document; your application will not be rejected if you do not provide this document.



## Work Plan on Return

Please complete your **Work Plan on Return**. This section is compulsory, and we strongly urge you to discuss it in detail with your employer. For private sector or civil society applicants, we understand that you may not be able to get your employer's input or signature.

All applicants (public, private and civil society) must complete Part 1 and Part 3.

### PART 1: Applicant's General Expectations and Plan

Please list the skills and knowledge that you expect to gain from this Award.

Please explain how these skills and knowledge will help you contribute to your country or organisation's development priorities, including those related to gender equality and social inclusion. Please provide details, e.g. citing national plans, programs or policies.

Please describe how you expect to apply the skills and knowledge gained from this Award to improve policy or practices at your current or future job. Please be as specific as possible, e.g. citing specific organisational plans, programs or policies.



## Part 2: Employer's General Expectations and Plan

Note: Part 2 is compulsory for Public Sector applicants. Private Sector and Civil Society applicants are encouraged to discuss their plans with their employers. If this is not possible, you are urged to provide details on what employment you expect to find on your return, but you may leave Part 2 blank if necessary.

Please explain what skills / knowledge you expect the Applicant to return with, and / or comment on the Applicant's expectations

Please explain how the Applicant's new skills and knowledge will contribute to improving policies or practices in your organisation, and / or comment on the Applicant's expectations. Please be as specific as possible, e.g. citing specific organisational plans, programs or policies.

Please explain how these new skills and knowledge will help your organisation contribute to your country's development priorities. Please be as specific as possible, e.g. citing specific national plans, programs or policies



### Part 3. Tasks or Responsibilities: Applicant and Employer

**Applicants:** please consult with your employers and list up to ten of the most important tasks or responsibilities you expect to contribute to once you complete your award. This is compulsory for Public Sector applicants. Private Sector and Civil Society applicants should use this section to indicate their plan or expectations once they return. A task includes any function or operational activity, including research. You can list those that you are currently responsible for, or new tasks which you expect to undertake on your return.

**Employers:** please indicate what support is to be provided to this employee for this task or responsibility, or give any other comments.

| APPLICANT               |         |     | EMPLOYER                                   |
|-------------------------|---------|-----|--------------------------------------------|
| (Task / Responsibility) | Current | New | (Support to be provided or other comments) |
| 1                       |         |     |                                            |
| 2                       |         |     |                                            |
| 3                       |         |     |                                            |
| 4                       |         |     |                                            |
| 5                       |         |     |                                            |
| 6                       |         |     |                                            |
| 7                       |         |     |                                            |
| 8                       |         |     |                                            |
| 9                       |         |     |                                            |
| 10                      |         |     |                                            |



## PART 4: Curriculum Vitae

|               |  |              |  |
|---------------|--|--------------|--|
| Full Name     |  |              |  |
| Address       |  |              |  |
| Country       |  |              |  |
| Email         |  | Phone:       |  |
| Date of Birth |  | Current Age: |  |

| Study History           |                            |                                   |               |              |
|-------------------------|----------------------------|-----------------------------------|---------------|--------------|
| Qualification Name      |                            |                                   |               |              |
| Level of Study          | Secondary<br>(High School) | Diploma /<br>Vocational/Technical | Undergraduate | Postgraduate |
| Name of Institution     |                            |                                   |               |              |
| State / Province        |                            |                                   |               |              |
| Country                 |                            |                                   |               |              |
| Language of Instruction |                            |                                   |               |              |
| Start Date              |                            | End Date                          |               |              |
| Status                  | Complete                   | Pending results                   | Incomplete    | Withdrawn    |

|                         |                            |                                   |               |              |
|-------------------------|----------------------------|-----------------------------------|---------------|--------------|
| Qualification Name      |                            |                                   |               |              |
| Level of Study          | Secondary<br>(High School) | Diploma /<br>Vocational/Technical | Undergraduate | Postgraduate |
| Name of Institution     |                            |                                   |               |              |
| State / Province        |                            |                                   |               |              |
| Country                 |                            |                                   |               |              |
| Language of Instruction |                            |                                   |               |              |
| Start Date              |                            | End Date                          |               |              |
| Status                  | Complete                   | Pending results                   | Incomplete    | Withdrawn    |



## Australia Awards

|                           |                            |                                   |               |              |
|---------------------------|----------------------------|-----------------------------------|---------------|--------------|
| <b>Qualification Name</b> |                            |                                   |               |              |
| Level of Study            | Secondary<br>(High School) | Diploma /<br>Vocational/Technical | Undergraduate | Postgraduate |
| Name of Institution       |                            |                                   |               |              |
| State / Province          |                            |                                   |               |              |
| Country                   |                            |                                   |               |              |
| Language of Instruction   |                            |                                   |               |              |
| Start Date                |                            |                                   | End Date      |              |
| Status                    | Complete                   | Pending results                   | Incomplete    | Withdrawn    |

**If you have received any academic awards** or prizes, please provide details:

### Employment History

Please start with your Current Position and work backwards

|                                         |  |          |  |
|-----------------------------------------|--|----------|--|
| Position Title                          |  |          |  |
| Employing Organisation                  |  |          |  |
| Location                                |  |          |  |
| Country                                 |  |          |  |
| Start Date                              |  | End Date |  |
| Duties and Achievements (Max 100 words) |  |          |  |
|                                         |  |          |  |



## Australia Awards

|                                                |   |          |  |
|------------------------------------------------|---|----------|--|
| Position Title                                 |   |          |  |
| Employing Organisation                         |   |          |  |
| Location                                       |   |          |  |
| Country                                        |   |          |  |
| Start Date                                     |   | End Date |  |
| Duties and Achievements <i>(Max 100 words)</i> |   |          |  |
|                                                |   |          |  |
| Position Title                                 | v |          |  |
| Employing Organisation                         |   |          |  |
| Location                                       |   |          |  |
| Country                                        |   |          |  |
| Start Date                                     |   | End Date |  |
| Duties and Achievements <i>(Max 100 words)</i> |   |          |  |
|                                                |   |          |  |
| Position Title                                 |   |          |  |
| Employing Organisation                         |   |          |  |
| Location                                       |   |          |  |
| Country                                        |   |          |  |
| Start Date                                     |   | End Date |  |
| Duties and Achievements <i>(Max 100 words)</i> |   |          |  |
|                                                |   |          |  |



Please summarize any earlier employment history here (*year, position, employment organisation*)

Referees

Referee # 1: Given Name

Surname

Position

Organisation

Contact Phone Number

Email

Referee #2: Given Name

Surname

Position

Organisation

Contact Phone Number

Email



## PART 5: Commitment and Support

**PRINT, SIGN AND SCAN THIS PAGE**

| Signatures And Commitments                                                                                                                                                                                                                                                                                                                                                                                                     |      |    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|----|
| <b>APPLICANT – do you agree to the following commitments?</b>                                                                                                                                                                                                                                                                                                                                                                  |      |    |
| To review your Work Plan on Return (WPR) during your study to:<br>(a) ensure it is lined up with your organisation's work plans and expectations<br>(b) ensure your course of study continues to support development of the appropriate skills                                                                                                                                                                                 | Yes  | No |
| Attend a debriefing session prior to the end of your Master's course                                                                                                                                                                                                                                                                                                                                                           | Yes  | No |
| Complete and forward a WPR Monitoring Report to Australia Awards in Africa annually for a three-year period after return. <i>Note: a reporting template and guidelines will be provided by Australia Awards in Africa.</i>                                                                                                                                                                                                     | Yes  | No |
| Participate in case studies and other evaluations to inform Australia Awards of the development effectiveness of the Australia Awards in Africa Program                                                                                                                                                                                                                                                                        | Yes  | No |
| Maintain up to date contact details on the Australia Awards Alumni data base and participate in Alumni activities after returning from your studies                                                                                                                                                                                                                                                                            | Yes  | No |
| I certify that with the exception of Part 2 (Employer's Section) of the Work Plan on Return above, I completed this application personally and that the information I have provided is true and accurate. I understand that if I have provided false or misleading information my application may be disqualified and I may be subject to investigation for fraud. If offered I agree to abide by the conditions of the award. |      |    |
| Signature                                                                                                                                                                                                                                                                                                                                                                                                                      | Date |    |
| <b>EMPLOYER – do you agree to the following commitments?</b> Note: Private Sector and Civil Society applicants are encouraged to discuss their plans and obtain employer's agreements where possible.                                                                                                                                                                                                                          |      |    |
| Support the candidate to implement the Work Plan on Return as developed above                                                                                                                                                                                                                                                                                                                                                  | Yes  | No |
| Develop a plan on how the candidate will work with colleagues to transfer their knowledge                                                                                                                                                                                                                                                                                                                                      | Yes  | No |
| Support the candidate's continuing involvement in Australia Awards Alumni activities                                                                                                                                                                                                                                                                                                                                           | Yes  | No |
| Participate in and support Australia Awards monitoring and evaluation activities                                                                                                                                                                                                                                                                                                                                               | Yes  | No |
| What is your work relationship with the candidate?                                                                                                                                                                                                                                                                                                                                                                             |      |    |
| How long have you known the candidate professionally?                                                                                                                                                                                                                                                                                                                                                                          |      |    |
| Do you support the candidate in their application for this award?                                                                                                                                                                                                                                                                                                                                                              | Yes  | No |
| Employer Name and Position:                                                                                                                                                                                                                                                                                                                                                                                                    |      |    |
| Employer Signature<br>(and stamp if available)                                                                                                                                                                                                                                                                                                                                                                                 | Date |    |



## Applicant's Declaration and Signature

### Authorisation

DFAT must comply with the *Privacy Act 1988* in relation to the personal information you have provided in this form.

By submitting this form I authorise DFAT, or its appointed managing contractor, to access and/or obtain information, including copies of any of my relevant academic records/reports from the education institution(s) that I have attended for the following purposes:

- for use in the selection process for an Australia Award
- to monitor my academic performance at my host institution while studying under an Australia Award
- to brief relevant Australian officials, Ministers and members of Parliament.

I also consent:

- a) to the Australian Government using and disclosing extracts of my application (relating to my academic background and achievements, leadership skills and my proposed study program in Australia) in promotional material in hardcopy and on the Internet. I note that promotional material may include, but is not limited to, media releases and information circulated to DFAT's offshore Posts and Australian education institutions, concerning the Australia Awards.
- b) to my personal information and that of my family members and dependants, including sensitive information as defined in the *Privacy Act 1988*, being collected, handled, used and disclosed by and exchanged between DFAT, other government agencies including Australian immigration authorities, Australian education institutions, partner organisations (including managing contractors and sub-contractors), medical insurers, medical practitioners, case managers, my home government and other parties, in the circumstances outlined, and for the purposes indicated, in the Australia Awards Scholarships Policy Handbook as updated from time to time.

I authorise DFAT to disclose the personal information collected in this form to other Australian Government departments and Australian education institutions for the purpose of promoting and managing the Australia Awards. I understand that DFAT will treat all details of this application as confidential except as authorised herein.

### Understanding

I understand and confirm that:

- I have read and complied with the Scholarships Policy Handbook and that the contents of my application are true and correct
- DFAT has the right to vary or reverse any decision regarding a scholarship made on the basis of incorrect or incomplete information
- Decisions of the selection panel are final and confidential and no correspondence about outcomes of the selection process will be entered into.

### Agreement

If successful in gaining an Australia Award, I agree that I will:

- undergo a police or character check before my Australia Award is confirmed
- immediately provide DFAT with details of any incident that may reflect badly on the prestige of an Australia Award
- act in a manner befitting a recipient of an Australia Award
- use the funds for the purposes granted
- acknowledge the assistance given by the Australian Government in any written reports, publications or publicity associated with the Award.

### Declaration and acknowledgement

I declare, in submitting this application form, that the information contained in it and provided in connection with it is true and correct.

**I acknowledge that giving false or misleading information is a serious offence under the *Criminal Code Act 1995* of the Commonwealth of Australia.**

Name

Signature

Date



## Australia Awards

| Feedback Information                                              |                                                                         |
|-------------------------------------------------------------------|-------------------------------------------------------------------------|
| How did you first find out about Australia Awards?                |                                                                         |
| <b>Email</b>                                                      | <b>Brochure</b>                                                         |
| Australia Awards Alumni<br>Australia Awards in Africa<br>Employer | Australia Awards Alumni<br>Employer<br>Alumni Association               |
| <b>Media</b>                                                      | <b>Event</b>                                                            |
| Newspaper advertisement<br>TV or Radio program                    | Australia Awards Event (please specify)<br>Other Event (please specify) |
| <b>Social Media</b>                                               | <b>Web site</b>                                                         |
| Facebook<br>Twitter<br>Linked In                                  | Australia Awards Website<br>Other Website (please specify)              |
| Please Specify here:                                              |                                                                         |



# Submit Your Application

## Submission Checklist

Please note that **any applications** that do not attach the required supporting documents, or that do not meet all the submission requirements listed below **will be treated as non-compliant** and may be disqualified.

Note: The interactive features of this page may not function in all PDF Reader software. For further information, please refer to

[http://www2.adsafrica.com.au/FormRequest/technical\\_tips\\_and\\_advice.pdf](http://www2.adsafrica.com.au/FormRequest/technical_tips_and_advice.pdf)

### Step 1: Submission Requirements

**All relevant fields** in this Application Form completed.

Questions must be answered in the spaces provided in the Application Form. Answers provided on separate sheets or in any other format will not be accepted.

*Click to check for completeness*



**Work Plan on Return Part 2** completed by your employer.

*Click to check for completeness*



Signatures and Commitments page completed and **signed by you**.

Signatures and Commitments page completed and **signed by your Employer. Mandatory** at time of application for public sector applicants. For other applicants, this is required if you are offered an interview.

*Click to print Signatures and Commitments*



*Signed and scanned?*

Applicant's Declaration and Signature **signed by you**.

*Click to print Applicant's Declaration and Signature*



*Signed and scanned?*



| Supporting Documents                                                                                                 |                          |
|----------------------------------------------------------------------------------------------------------------------|--------------------------|
| Please tick each item that is attached to your application.                                                          |                          |
| <b>Proof Of Identity</b><br>Copy of <b>one</b> of the following <b>must</b> be provided:                             |                          |
| National ID card                                                                                                     | <input type="checkbox"/> |
| Birth Certificate                                                                                                    | <input type="checkbox"/> |
| Other nationally recognised photo ID                                                                                 | <input type="checkbox"/> |
| <b>Passport.</b> Copy of data page, including photo (provide if available).                                          | <input type="checkbox"/> |
| <b>Bachelor's Degree Certificate. Mandatory</b> for all applicants.                                                  | <input type="checkbox"/> |
| <b>Bachelor's Degree Transcript of Results.</b> Copy of certified transcript is <b>mandatory</b> for all applicants. | <input type="checkbox"/> |
| <b>English Language Proficiency</b><br>One or more of the following <b>must</b> be provided by all applicants.       |                          |
| <b>IELTS, TOEFL or PTE</b> test results                                                                              | <input type="checkbox"/> |
| Letter from Employer certifying use of English in the workplace.                                                     | <input type="checkbox"/> |
| Letter from university of your Bachelor degree confirming English as language of instruction.                        | <input type="checkbox"/> |
| <b>Other Tertiary Certificate.</b> For studies undertaken since finishing your Bachelor's degree. <i>Optional.</i>   | <input type="checkbox"/> |
| <b>Other Transcript of Results.</b> For studies undertaken since finishing your Bachelor's degree. <i>Optional.</i>  | <input type="checkbox"/> |
| <b>Performance Reports</b> from your current employer. <i>Optional.</i>                                              | <input type="checkbox"/> |
| <b>Letter of Offer</b> or other correspondence with an Australian University. <i>Optional.</i>                       | <input type="checkbox"/> |
| <b>Letter from Supervisor</b> supporting proposed research plan. <i>Optional.</i>                                    | <input type="checkbox"/> |



### Step 3: Submit this Application Form

If you are using a desktop email system, you may use the Send button below to create an email message to Australia Awards in Africa with your application form already attached.

Alternatively, you can

- Save the form,
- manually create an email message in your desktop email or web-based email system,
- attach the saved form, and
- send to **applications@adsafrica.com.au**.

**Click to send your application**

