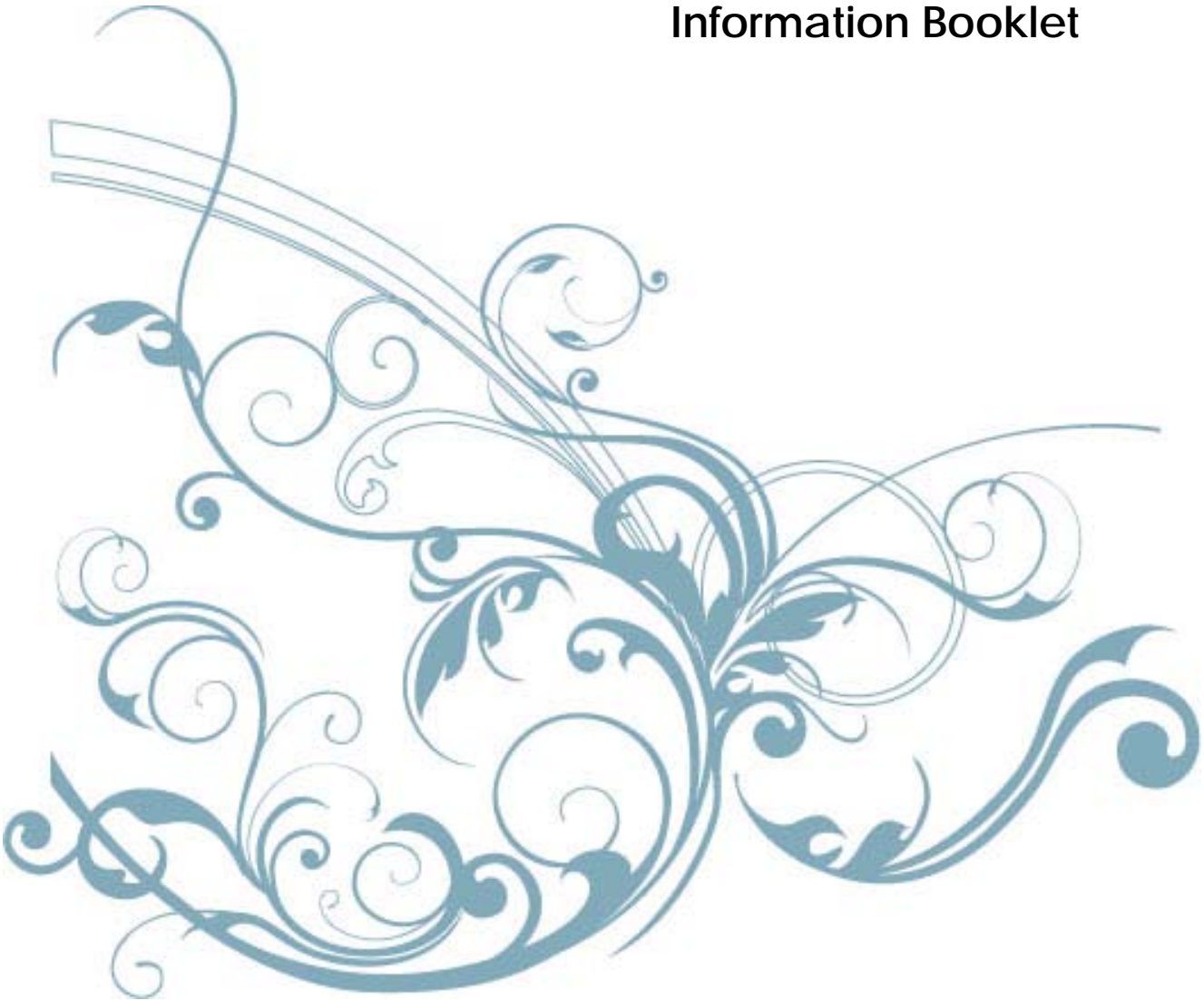


Organisation  
and Staff  
**Development**  
Services  
Human Resources

**2009 UNSW International Development  
Scholarship for Professional and Technical Staff**

**Information Booklet**



# 2009 UNSW International Development Scholarship for Professional and Technical Staff

## Purpose of the Scholarship

The goals of the 2009 UNSW International Development Scholarship are to:

- provide high-quality development opportunities for UNSW Professional and Technical staff members
- develop and strengthen links between UNSW and the other universities
- benchmark administrative practices at international universities

The 2009 UNSW International Development Scholarship provides UNSW Professional and Technical staff with an opportunity to travel to an international university for the purposes of:

- benchmarking current services and practices
- investigating administrative best practice (e.g., policies, systems, procedures)
- collaborating with international colleagues

## Expectations

- Applicants will have read the B2B and aligned their project to a UNSW Strategic Priority.
- Applicants will need to be able to book and complete their travel plan by 4 December 2009.
- At the completion of the travel, the UNSW International Development Scholarship recipient will be expected to implement their findings back into UNSW through an articulated project plan.

## Number of Scholarships

Three (3) UNSW International Development Scholarships will be awarded in 2009. The University reserves the right to not award the Scholarship if the applications do not align with the strategic intent and priorities of UNSW.

## Amount of Scholarship

Each UNSW International Development Scholarship is worth \$15,000. This amount is inclusive of travel (economy fare) and accommodation. Scholarship recipients will be expected to manage their scholarship funds during their trip.

## Eligibility

To be eligible for the UNSW International Development Scholarship, you must be an ongoing, full-time or part-time UNSW Professional and Technical staff member (Level 1 – 12).

# The Application Form and Process

## Application Form

Applications can be submitted using the form attached to this information booklet. An application form can also be downloaded from the OSDS website at: [www.hr.unsw.edu.au/osds/training/scholarships.html](http://www.hr.unsw.edu.au/osds/training/scholarships.html)

## Approval Process

Your application must be supported and signed by:

- your immediate supervisor
- your Head of School or Unit Manager
- your Dean/Division Head

Applications without the support of your immediate supervisor, Head of School/Unit Manager and your Dean/Division Head will **not** be considered in the selection process.

## Selection Criteria

Applications for the 2009 International Scholarship will be assessed against:

- the alignment of the proposal against one of the UNSW Strategic Priorities
- appropriateness of the chosen host university(ies) as a recognised best practice leader in the area of proposed study or research
- the project implementation plan outlining how the knowledge and skills will be transferred and implemented to benefit UNSW

## Important Dates

- **Friday, 22 May 2009:** applications open
- **Friday, 19 June 2009:** applications close
- **Friday, 10 July 2009:** applicants advised of the outcome of their application

## Further Information

For further information, or to discuss the suitability of your proposal, please contact:

Adrienne Harris  
Organisation and Staff Development Services  
Extension 53426  
email [a.harris@unsw.edu.au](mailto:a.harris@unsw.edu.au)

# The Application Process

| Action   | Who                             | When              |
|--|---------------------------------|-------------------|
| Consider your area of study, world class university, implementation plan and early discussion with your immediate supervisor | ⇒ Applicant ⇒                   | May               |
| Complete your application form and forward to your immediate supervisor for approval   | ⇒ Applicant ⇒                   | Early June        |
| Forward application to Head of School/Unit Manager for endorsement   | ⇒ Immediate Supervisor ⇒        | Early to Mid June |
| Forward application to Dean/Division Head for endorsement  | ⇒ Head of School/Unit Manager ⇒ | Early to Mid June |
| Endorse application and submit to OSDS   | ⇒ Dean/Division Head ⇒          | Friday 19 June    |
| Assess applications and award scholarships   | ⇒ Selection Committee ⇒         | June              |
| Advise applicants, supervisors and Dean/Divisional Head of outcome of selection process                                      | ⇒ OSDS ⇒                        | Friday 10 July    |

# Application Form

## 2009 International Development Scholarship

Organisation and Staff Development Services (OSDS) - Human Resources  
Level 3, Southern End, Chancellery Building Telephone: (02) 9385 3111 Fax: (02) 9385 3199

### Applicant Details

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|                  |  |
|------------------|--|
| Staff Number     |  |
| Title            |  |
| First Name       |  |
| Surname          |  |
| Position Title   |  |
| School/Unit      |  |
| Faculty/Division |  |
| Telephone        |  |
| Email            |  |

What is your primary job function:

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Can you commit to finalising travel plans and booking travel by 4 December 2009?

Yes  No

Can you commit to implementing your project plan within 12 months of your return?

Yes  No









# Support for Application

## Supervisor Support

*We have discussed this application and agreed that the outcomes of this Scholarship will be of value to both the individual and the organisation and that if successful the individual will be released from work in order to complete the scholarship in 2009.*

**Applicant's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Approving Supervisor: (Please Print)** \_\_\_\_\_

**Telephone No:** \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Head of School/Unit Manager Support

*I have read this application and agree that the outcomes of this Scholarship will add value to the School/Unit.*

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Telephone No:** \_\_\_\_\_

## Dean/Division Head Support

*I have read this application and agree that the outcomes of this Scholarship will add value to the Faculty/Division.*

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name: (Please Print)** \_\_\_\_\_

**Telephone No:** \_\_\_\_\_