## THE KATE EDGER EDUCATIONAL CHARITABLE TRUST

PRACTICUM AWARDS

**PURPOSE**

To assist a woman to carry out study for a Bachelor's or Master’s Degree or Postgraduate Diploma with a required practicum component at an approved Institute in the Auckland region. The awards will be made for a year of study that requires a student to undertake a practicum which is usually unpaid and involves travel or residence away from home.

**Closing date: 19 February 2024.**

**REGULATIONS**

1. Up to four Practicum Awards of $7,500 are available for offer annually.

2. Applicants for the Practicum Award must be:

1. women;
2. New Zealand Citizens or **Permanent** Residents;
3. enrolled or preparing to enrol full time\* for their 3rd or 4th year of a Bachelor’s Degree or for a Postgraduate Diploma or Master’s Degree at an approved institute in the Auckland region.

3. In making this award, the selection committee shall give consideration to:

1. the applicant’s academic records;
2. the applicant’s referee’s report;
3. the applicant’s need for financial assistance;
4. the financial impact of the practicum requirements;
5. the applicant’s aspirations for the future;
6. any special circumstances, e.g. family responsibilities, personal disability, considered relevant.

4. Each applicant for this award must submit her application **on the current prescribed application form**, together with:

1. a certified copy or statutory declaration of her academic record (this can be in the form of a certified digital document from the tertiary institution);
2. a certified copy of evidence of status as a New Zealand Citizen or **Permanent** Resident;
3. confirmation that a confidential reference has been sought from one referee;
4. a copy of the practicum requirements for the course signed by a staff member. This should give length and possible location of the practicum.

**“Certified copy” means a copy of the original, certified as true by an appropriate authority (for example, Academic Registrar, Head of Department, Study Supervisor, or Justice of the Peace).**

**A “Statutory declaration” must be made before a Justice of the Peace or Solicitor on the appropriate form.**

5. This award may not be held concurrently with an award of equal or higher value.

6. The Practicum Award shall be paid in one instalment on presentation of proof of enrolment as a full time Degree student, for example a copy of the receipted fees’ invoice or certification from the relevant department.

7. The successful applicant is required to complete her year of study and make a brief report at the end of this study. Failure to complete two full consecutive semesters will require refund of the full value of the award.

\*This scholarship is intended for students studying full-time towards a qualification. The Trustees understand that personal circumstances such as health conditions or impairments can limit a person’s ability to study full-time. Applications from students studying part-time due to disability will be therefore considered, but the applicant must include documentation supporting their reason for studying part-time. Examples of supporting documents include a letter of support from a disability service provider, the Students with Disabilities office, or your general practitioner. Students studying part-time due to disability who are successful in their application will be paid a pro-rata amount. For the purposes of this Award, a disability refers to both visible and invisible impairments including: blind and low vision, deaf and hearing impaired, head injury, ongoing medical conditions, diagnosed mental health conditions, physical/mobility impairments, speech impairments, Autism Spectrum Disorder, specific learning disabilities (e.g. dyslexia, dyspraxia, dyscalculia).

**APPLICATIONS AND ENQUIRIES**

Application forms for these awards are available from:

<https://www.academicdresshire.co.nz/Academic+Awards+Available/Undergraduate+Awards.html>

Enquiries to:[awards@kateedgertrust.org.nz](mailto:awards@kateedgertrust.org.nz)

Please send your completed application by:

Email attachment plus scanned copies of 4 a) b), and d) above to [awards@kateedgertrust.org.nz](mailto:awards@kateedgertrust.org.nz);

All applications will receive an email confirming that the application has been received. If you do not receive an email, please contact the Awards Coordinator at [awards@kateedgertrust.org.nz](mailto:awards@kateedgertrust.org.nz)

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PRACTICUM AWARDS

Application Form

All information provided is confidential

1. PERSONAL DETAILS

Name: Click here to enter text.

Student ID number: Click here to enter text. Mobile: Click here to enter text.

Email: Click here to enter text.

Address: Click here to enter text.

Will you be a full-time student this year? Choose an item.

Are you a New Zealand citizen? Choose an item.

Are you a **Permanent** Resident of New Zealand? Choose an item.

**Please supply a certified copy of evidence of your citizenship status: a birth certificate, citizenship certificate or relevant passport pages (e.g. if you are a Permanent Resident, you must supply a copy of your Permanent Resident Visa). If you are offered an award, you will be required to prove that you are enrolled as a full-time student for the duration of the award.**

1. ACADEMIC GOALS

What degree or diploma are you enrolled in this year? Click here to enter the name of your qualification.

What are your main subjects? Click here to enter your major(s)

Where are you studying this year? Click here to enter the name of the tertiary institute where you are or will soon be studying.

What is your expected date of completion of this degree or diploma? Click here to enter a date.

Please provide details about any other awards you currently hold. Click here to list/outline other awards you have been given.

Please describe the nature of the practicum(s) you are required to undertake as part of your course this year.

Click here to outline the requirements of your practicum(s), including how long you will be on practicum, and what it may require of you in terms of travel and extra living costs. You may attach additional material to this application, detailing practicum requirements from your institute, or outlining your potential costs.

**Please attach a certified copy of your up-to-date official transcript, or your up-to-date unofficial transcript accompanied by a statutory declaration.**

1. FINANCIAL CIRCUMSTANCES

What sources of income/funding do you have or hope to have to assist you in funding your studies?(e.g. income support, student allowance, student loan, partner, paid employment, other awards or scholarships etc.)

Click here and write up to 300 words.

Please note any special circumstances (family, personal, or financial) that could be considered as part of your application. These could include number and ages of children, parenting status, health/disability status, your debt situation:

Click here and write up to 300 words.

1. PERSONAL STATEMENT

Briefly explain why you have chosen to do this course of study and describe the work you plan to undertake once you have finished:

Click here and write up to 500 words

1. REFERENCE

You need to ask one member of academic staff to provide a confidential email reference using the form on the next page. Your referee must also verify that a practicum is an essential component of your degree. Enter the details of the academic staff member here:

|  |  |
| --- | --- |
| Name  Click here to enter text. | Email address  Click here to enter text. |

FINAL CHECK

Please check each statement to confirm you have met all requirements:

|  |  |
| --- | --- |
| I have read the purpose and regulations of the award |  |
| I am a full-time student |  |
| I have given full details in every section |  |
| I have enclosed all the supporting documents required, including signed details of the required practicum, proof of residency or citizenship, and academic results |  |
| I have asked one referee to email a confidential report |  |

(N.B.) A Statutory Declaration is available at the end of this application form.)

**The Selection Panel will NOT consider applications that do not contain the required information.**

Please keep a copy of your application.

Your signature: Date: Click here to enter a date.

Please send this completed application form, together with either a certified copy of your official academic record or a statutory declaration accompanying your current unofficial transcript, and certified evidence of New Zealand Citizenship or **Permanent** Residency, by:

* Email attachment to [awards@kateedgertrust.org.nz](mailto:awards@kateedgertrust.org.nz)
* Or by post to:

Practicum Awards

The Kate Edger Educational Charitable Trust

17 George Street

Newmarket

Auckland 1023;

* Or hand deliver to:

Academic Dress Hire, 17 George Street, Newmarket.

All applications will receive an email confirming that the application has been received. If you do not receive an email, please contact the Awards Coordinator at [awards@kateedgertrust.org.nz](mailto:awards@kateedgertrust.org.nz)

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PRACTICUM AWARDS

Reference and verification

The purpose of the Practicum Award is to assist a woman to carry out full-time study for a Bachelor's or Master’s Degree or a Postgraduate Diploma with a required practicum component at an approved Institute in the Auckland area. The award will be made for a year of study that requires a student to undertake a practicum which is usually unpaid and involves travel or residence away from home.All information supplied is confidential to those involved in the selection procedures.

Please complete the following form and e-mail to [awards@kateedgertrust.org.nz](mailto:awards@kateedgertrust.org.nz) using the subject line ‘Practicum Awards’.

|  |  |
| --- | --- |
| **Applicant** | **Referee** |
| Name: Click here to enter applicant’s name. | Name: Click here to enter referee’s name. |
|  | Institute: Type name of tertiary institute. |
|  | Department: Click here to enter department. |
|  | Position: Click here to enter job position. |

Please comment on the applicant’s commitment to her work, academic ability, her potential and any other relevant matters: Click here to enter text.

How long have you known the applicant?

Click here to enter text.

In what capacity do you know the applicant?

Click here to enter text.

**I verify that a practicum is an essential component of the course the applicant is currently undertaking and the applicant will be completing this requirement during the 2023 academic year.**

Signed: Date: Click here to enter a date.

STATUTORY DECLARATION

For downloaded documents

**I**

Click here to enter your full legal name

**of**

Click here to enter your residential address.

Click here to enter your profession, for example, bricklayer, teacher, unemployed.

**solemnly and sincerely declare that the following documents (copies of which are attached to this declaration) have been obtained and printed without alteration from the internet or email sources**

¶ *Note: what you write must be true. You can be prosecuted for making a false declaration*.

|  |  |  |  |
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|  | | *Date downloaded* | *No of pages* |
| A | Click here to enter a description of document A. | Click here to enter a date. | Click here to enter text. |
| Click here to enter website URL or sender’s email address. |
| B | Click here to enter a description of document B. | Click here to enter a date. | Click here to enter text. |
| Click here to enter website URL or sender’s email address. |
| C | Click here to enter a description of document C. | Click here to enter a date. | Click here to enter text. |
| Click here to enter website URL or sender’s email address. |

¶ *Note: do not complete the section below until you are with the Justice witnessing your declaration*.

**I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Act 1957.**

Your signature:

Declared at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, this \_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_ before me:

|  |
| --- |
|  |

Signed:

Justice of the Peace for New Zealand