



AUDREY FAGAN POST GRADUATE SCHOLARSHIP PROGRAM

GUIDELINES AND INFORMATION

*Applications for the 2008-09 Round 2 close on
Friday 27 February 2009*



Introduction

The ACT Women's Plan, identifies a range of objectives to advance the status of women, including representation and recognition.

The Audrey Fagan Scholarships Program is a key action under this objective which aims to develop the skills and expertise of ACT women in order to increase their participation in decision-making and leadership roles.

The Audrey Fagan Scholarships Program

The Scholarship honours Audrey Fagan as the first female Chief of Police.

Ms Fagan's career achievements as the ACT's highest ranked female police officer was a testament to her leadership qualities, commitment and perseverance.

The Scholarship program honours Ms Fagan's contribution to women in public life at the highest level and seeks to inspire other women in making a difference in the community.

The Audrey Fagan Scholarships Program will sustain the memory a woman who gave so much of herself to the ACT. In this way the ACT Government aims to deliver a substantial dividend to the community in Audrey Fagan's name.

The Audrey Fagan Scholarships Program consists of three categories:

- The ACT Government Audrey Fagan Churchill Fellowship;
- The Audrey Fagan Post Graduate Scholarship Program; and
- The Audrey Fagan Enrichment Grants.

More information on the ACT Government Audrey Fagan Churchill Fellowship and the Audrey Fagan Enrichment Grants is available by contacting the ACT Office for Women, Department of Disability, Housing and Community Services by:

- Telephoning: **6205 0515**; or
- Emailing: **women@act.gov.au**

The Audrey Fagan Post Graduate Scholarship Program

The aim of the Audrey Fagan Post Graduate Scholarship Program is to encourage ACT women to further their study and professional development in the areas of law enforcement, care and protection, or professional support services for women who are victims of violence, and to encourage the retention of skills within the ACT community.

A Post Graduate scholarship to the value of \$20,000 will be awarded in 2008-09.

Eligibility

To be eligible, applicants must be:

- Female.
- An Australian citizen or permanent resident.
- Resident of the ACT, or working in the ACT for the past 2 years.
- Recognised or emerging leader in the fields of law enforcement, care and protection, or professional support services for women who are victims of violence.
- Have been accepted into a post graduate course at an Australian university for the current or next academic year where the focus is law enforcement, care and protection, or professional support services for women who are victims of violence.

Payment of the Scholarship

The scholarship of \$20,000 will be provided to subsidise the costs associated with undertaking post graduate studies. An initial payment of \$5,000 will be made at the time the scholarship is awarded. Further payments will be made annually over three years. These payments will be made on receipt of documentary evidence of completion of the previous year's Course of Study.

Application form and supporting information

To support your application you must provide **ALL** the required information.

Applications that do not address the eligibility criteria or do not provide **ALL** the required information will be deemed ineligible.

To be eligible for consideration for a Scholarship, you must complete and sign the attached application form and attach the required documentation.

Please forward your original completed application form, including **ALL** the required supporting documentation, plus three additional copies to the following address by **5:00 pm Friday 27 February 2009:**

Postal

The Secretariat
Audrey Fagan Post Graduate Scholarship
Program
Office of Women
Department of Disability Housing and
Community Services
GPO Box 158
CANBERRA ACT 2601

In Person

The Secretariat
Audrey Fagan Post Graduate Scholarship
Program
Office of Women
Department of Disability Housing and
Community Services
Ground Floor Lobby
11 Moore Street
CANBERRA ACT 2601

- 1 Briefly provide evidence of your educational background and work history relating to the area of practice in which you will undertake postgraduate study.
You are be required to provide details of:
 - a. Educational background including qualifications;
 - b. Relevant professional experience and work history; and
 - c. Copy of Curriculum Vitae.

- 2 You must demonstrate that you have been accepted into a postgraduate course where the focus of study is in the fields of law enforcement, care and protection, or professional support services for women who are victims of violence.
The applicant will be required to provide:
 - Details of the course to be undertaken;
 - Evidence that you have been accepted by an Australian university to undertake post graduate Course of Study in the current or next academic year; and
 - Information about the qualification that will be achieved.

- 3 Describe your commitment to the area of study for which the scholarship is sought. Evidence may include participation in a professional body, participation in professional representative bodies in the field you are proposing to study or any other relevant supporting documentation or information.

- 4 Describe how your participation the Audrey Fagan Scholarships Program will benefit the areas of law enforcement, care and protection, or professional support services for women who are victims of violence in the ACT community.

- 5 Two referees reports (using the pro forma in the attached Application Form). Your referees may be contacted to seek clarification of their comments or to obtain further information.

Acknowledgement of Receipt of Application

The Office for Women will acknowledge all applications.

Assessment of Applications

No Interviews will be conducted. All applications will be assessed by the Assessment Panel and considered on the merit of the information provided. Recommendations will be made to the Minister for Women, who will make the final decision.

The function of the Assessment Panel is to review all applications, applicant's responses to the selection criteria and referees reports and to ensure the process is transparent; merit based fair and equitable for all applicants.

Membership of the Assessment Panel may comprise of representatives from the Australian Federal Police Force, the Office for Children, Youth and Family Support and Victim Services ACT.

Notification of Decision

When the selection process has been finalised applicants will be notified in writing of the outcome of their applications.

Agreement and Reimbursement

Successful applicants will receive an *Audrey Fagan Post Graduate Scholarship Program Agreement*. Applicants are required to sign the Agreement, have their signature witnessed and returned to the Office for Women by the date specified in the Letter of Offer.

If the Agreement is not returned by the due date, it will be assumed that the recipient does not wish to accept the scholarship offered.

The recipient will receive total payment of \$20,000 to subsidise the costs associated with undertaking post graduate course of studies. An initial payment of \$5,000 will be made at the time the scholarship is awarded. Further payments will be made annually over three years. These payments will be made on receipt of documentary evidence of completion of the previous year's Course of Study.

Failure to provide the above documentation **within six (6) weeks of completion** of each Year's study, unless otherwise negotiated with Office for Women will result in Office for Women assuming the recipient does not wish to continue their Course of Study and the Agreement will be terminated. (It is important that you contact the ACT Office for Women if you wish to modify the timeframe for completion of your Course of Study).

Scholarship payments can be provided by cheque or electronic funds transfer (EFT) direct into the recipient's account of their choice.

Payment will be made to the Scholarship recipient and will not be paid to any other individual or institution. The Scholarship payments will be paid in Australian dollars posted to the applicant at an Australian address.

For EFT payments, the recipient must provide relevant details including Institution name, BSB number, account number, account name. A 'Remittance Advice' regarding the EFT payment will be posted the same day the EFT is made. You can receive the Remittance Advice sooner if you provide email or fax details as well as account details. Any Scholarship money, not used by the recipient for the particular activity for which it was sought, must be returned to the ACT Office for Women, Department of Disability, Housing and Community Services.

Dissemination of Information

It is expected that the scholarship recipient will acknowledge the ACT Government in all reports, publications, and conference papers prepared or delivered by the Recipient in connection with the Course of Study, and will inform Office for Women of the manner of acknowledgment.

Extension and Suspension of the Scholarship

If the Course of Study is not completed within the agreed period then a request is to be made in writing for an extension of time. An extension of time does NOT include additional Scholarship funding.

Illness which reduces the effective tenure of the Scholarship will not automatically entitle the recipient to an extension of the original period of the Scholarship however the Office for Women may, on application agree to an extension if it is deemed appropriate.

In the event of a cancellation of the planned Scholarship activity, the recipient of the Scholarship must not proceed with an amended program but must notify Office for Women and await advice.

A Scholarship may be suspended at any time during its currency, either at the recipient's request, or if in the opinion of the Office for Women the recipient fails to observe the conditions of the Scholarship agreement.

Variation to agreement should be notified in writing to the Manager, ACT Office for Women, Department of Disability, Housing and Community Services, GPO Box 158, Canberra ACT 2600.

Termination of Scholarship

A Scholarship may be terminated at any time during its currency, either

- at the recipient's request, or
- If the recipient terminates her enrolment or fails to observe the conditions of the Scholarship Agreement.

Income and Tax Requirements Relating to Scholarships

Monies received from some categories of grants may be subject to taxation and, it is recommended that it be declared as income. Information and advice should be obtained from your accountant or from the Australian Taxation Office.

Please note that Office for Women does **NOT** provide tax advice.

Additional Requirements

Scholarship recipients will be required to enter into a Scholarship Agreement with the ACT Government, which identifies certain obligations relating to the Scholarship. These include successful completion of the nominated course within 3 years of signing the Agreement and availability to speak about their learning experiences at an event organised by the Office for Women, Department of Disability, Housing and Community Services.

Further information and assistance

To obtain further information about the Audrey Fagan Scholarship Program, please contact the Office for Women, Department of Disability Housing and Community Services by:

- Phone: **6205 0515**; or
- Emailing: **women@act.gov.au**
- Website: **www.women@act.gov.au**