



Notes for Applicants

Enterprise Scholarships

A Bright Future Scheme administered by the Tertiary Education Commission

Enterprise Scholarships are now dis-established. The relevant parts to this document relate to existing Enterprise Scholarship recipients

General Instructions

- Read these Enterprise Scholarship Notes for Applicants
- **Please note that the proposed application (preferably in draft format) should be discussed with the Bright Future Administrator¹, so constructive feedback can be given, at least five working days before acceptance by the scholarships office of the tertiary education organisation.**
- Complete and submit the application form (Parts A and B) as a hardcopy
- Your application must be received at the TEC no later than 4.30pm on the first day of the month (or the closest working day after)
- Handwritten applications will not be accepted

Postal Address

Bright Future Administrator
TEC Service Centre
Private Bag 76-928
South Auckland Mail Centre
MANUKAU CITY 2240

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Part One: What are Enterprise Scholarships?

Introduction

These Scholarships complement current tertiary education policies by signalling the importance placed on high-level intellectual skills and their importance to New Zealand's future. They also signal the importance of greater collaboration between tertiary education organisations² and companies.

Objectives

The objectives of the Enterprise Scholarships are to:

- Signal the value of high-level intellectual skills and abilities and their importance to New Zealand's future
- Assist in focusing research into areas which are likely to help create the knowledge economy of the future and that are relevant to private companies
- Encourage stronger education/company linkages by providing incentives to tertiary education organisations to actively seek stronger alliances with companies
- Increase the supply of highly trained researchers and highly skilled graduates

Potential Benefits for Companies

- Access to talent, technology, knowledge and training — by working with students and research teams from any discipline to develop improved processes, business solutions, to train existing staff or identify potential future staff
- The opportunity to build one-off and ongoing relationships with your tertiary education organisations — this will help to develop highly trained potential future employees, and ongoing research that may benefit your company
- To have a student (or a number of students) working off-site, but linked to your business needs

Enterprise Scholarships support Scholars in undertaking a programme of research and study, which in most cases will be at postgraduate level. The scholarships are aimed at the top 25% of those undertaking postgraduate studies. The key factors to be taken into account when assessing proposals include:

- The funding is provided by a contribution from a company plus a matched Government contribution
- Enterprise Scholarships can be undertaken at any recognised tertiary education organisation in New Zealand
- Scholarships are awarded on the basis of:
 - the excellence of the applicant
 - the excellence of the proposed research project
 - the potential of the study and research programme to build New Zealand's knowledge and economic base (i.e., potential benefit to New Zealand)
 - the significance of the linkages between the company and the tertiary education organisation hosting the student applicant
 - the intellectual support, available facilities and equipment provided by the tertiary education organisation hosting the student applicant

Value and tenure

The Enterprise Scholarships provide an annual stipend, which is funded jointly by a company (or companies) and Government. The level of government contribution to the stipend for each qualification is capped, and will not exceed the company contribution. The level of the company contribution may be more or less than the recommended amount. The recommended annual value for the total stipend (company plus government) is:

² Please note that tertiary education organisation includes private training establishments for the purposes of this scheme.

Course	Recommended Company Contribution	Maximum Government Contribution	Recommended Annual Maximum
Doctorate	\$12,500	\$12,500	\$25,000
Masterate	\$10,000	\$10,000	\$20,000
Honours/Diploma/Certificate	\$7,500	\$7,500	\$15,000
Level 7 NQF	\$3,000	\$3,000	\$6,000

Enterprise scholars may not concurrently hold any other scholarships or awards that contain a stipend component.. Therefore, any such awards must be relinquished prior to the commencement of a Top Achiever Doctoral Scholarship.

The student may not have been enrolled for more than 12 months in their programme of doctoral study at the time of the relevant closing date for scholarship applications.

For successful applicants who have already started their programme of study (at the time of application), the maximum tenure will be the period remaining after deduction of completed study from the maximum period. The maximum period will be calculated from the first of the month after the closing date of the round.

For example, for a 36 month PhD qualification, if the student has already completed 12 months of the course at the time of application, the total stipend available would be \$25,000 (\$37,500-12,500) for 24 months.

Companies are able to contribute more per annum than the Government contribution and pro-rata rules will also apply.

For successful applicants who are completing their course of study part-time, the funding would be made available aat the same rate as the part-time rate, up to the maximum for the course of study.

For example, for the 36 month PhD qualification where the student is completing the course of study half-time, the qualification wil take a total of 72 moths for completion and the stipend of \$37,500 would be spread evenly across the 72 months. The total Government contribution would not exceed \$75,000 in any case.

Part Two: Who can Apply (Eligibility)?

What is a Company or “Enterprise”?

The Company (or “Enterprise”) is defined as follows:

Category 1: any organisation registered in New Zealand for tax purposes, which generates more than half its income through commercial activities. For purposes of clarification “commercial activities” do not include Government-funded research contracts; and

Category 2: any organisation registered in New Zealand for tax purposes which does not generate more than half its income through “commercial activities” (as defined in category 1 above) but is able to demonstrate a relationship with the private sector that is sufficiently compelling to ensure that the Scholarship is likely to yield commercial benefits.

The intent of this is that a Category 1 Company will be a private sector commercial company. However, where an industry or sector has an organisation funded by private companies that acts as a coordinating body for its members (such as an industry association), they may be eligible to apply. Please request clarification of your status in writing from TEC staff if you have any questions about eligibility.

For avoidance of doubt, please note that Crown Research Institutes; organisations that are more than 50% owned by Crown Research Institutes or tertiary education organisations (such as university “commercial arms”); and regional or local authorities are all considered to be Category 2 Companies or Enterprises.

Tertiary education organisations (including private training establishments), Government Departments and most charitable trusts are not eligible to apply as a company or enterprise.

In cases where the student applicant is the owner or one owner of the company, they will have to demonstrate how the company will benefit from the links with the tertiary education organisation over and above the benefit that accrues directly to the student applicant. If the student applicant is the sole owner and employee of the company, they should discuss this with TEC staff before applying. In any case the student applicant and the company contact person or “champion” may not be the same person.

If you have any doubt about which Category applies, please contact TEC staff for clarification. **All applications involving Category 2 companies must be discussed with Bright Future Fund Specialists before submission.**

Note: *Companies, which qualify under category 2 above, may capture a maximum of 10% of available Enterprise Scholarship funds in any one year.*

- Please note that the company must complete Section Four of the application form and commit to providing the specified and guaranteed annual financial support (stipend) as indicated in Section 1.5.

What about the Student?

- The student does not have to be identified at the time of application — if the student is not identified, the applicants have six months from notification of funding to identify a suitable student who meets the criteria.
- The student applicant is required to be a citizen or permanent resident of New Zealand, or an Australian citizen.
- The student applicant must hold the prerequisite degree or equivalent to enable them to undertake their nominated qualification and must have the appropriate grades (minimum of B+, or B- where other criteria are met) for that prerequisite degree or equivalent. The numeric value of the academic assessment grade should be 70 or more in most cases, but grades of 50–69 may be considered.

- In cases where the student is identified at time of application and their GPA is between 50 and 69, it is imperative that the Academic Supervisor and Company Champion fill out Section Two, question 3: Personal Qualities. Information supplied in this section regarding the student's skills, aptitude and any relevant work experience will assist the Reference Group to evaluate the potential of the student to achieve to a high level.
- If the student applicant's prerequisite degree has been awarded by an overseas tertiary education organisation, then the grades will be assessed by the Reference Group.
- The student applicant (when identified) must be enrolled and accepted at a New Zealand university or an NZQA accredited tertiary education organisation for their nominated qualification. In cases where proof of funding is required before enrolment will be accepted, the student must provide evidence from the host institution that their proposed course of study is acceptable.
- Successful applicants must enrol and commence their programme of study and/or research, for which the Scholarship is offered, within one month of acceptance of the Scholarship (unless otherwise negotiated with the TEC).
- Successful applicants are expected to complete their degree course requirements during the tenure of the Scholarship (this may be part-time).
- Successful applicants may not receive a stipend from any other scholarship or fellowship (Enterprise Scholarships are not tenable with other scholarships or fellowships).

What Qualifications can be Supported?

Scholarships are offered for a range of courses, which will contribute to, or enable the Scholar to obtain a qualification from a recognised tertiary education provider. The courses or qualifications undertaken are required to have a significant research component as set out below:

Qualification	Research Component	Level of Study	Applicable Component	Maximum Full-Time Tenure
Doctorate	100%*	Post-graduate	Course of study	3 years
Masterate	20–50%	Post-graduate	Course of study	2 years
Honours	20%	Post-graduate	Course of study	1 year
Diploma	20%	Post-graduate	Course of study	1 year
Certificate	20%	Post-graduate	Course of study	1 year
Level 7 NQF**	20%	Undergraduate (year 3 or 4)	Project	6 months

* For some PhDs, this component may be less where the course requirements include papers as well as research.

** Please note that for Level 7 NQF projects, the research project must be a minimum of 20% of the year's work.

- The qualification may involve any discipline or area of study and may be part- or full-time study.
- For post-graduate qualifications, the full course of study can be considered for funding — providing the research component is the minimum percentage that is specified. For the purposes of this scheme, the research component is the actual research project, and does not include (for example) papers on research methods or research theory.
- For Level 7 NQF projects, it is only the actual research project that can be funded (not the full year's course of study).
- In cases where a tertiary education organisation and a Company apply for funding (either with or without the student identified) the research project must meet the academic criteria for a course of study from Level 7 NQF through to PhD.
- **For all applicants, at the closing date for the round, the applicant may not be more than half way through the research component of their course of study or project.**
- In most cases, we encourage all parties to work together to submit an application before the research component begins — this will help to ensure that the research meets the requirements of the company and is appropriate for the course of study.
- The company student liaison person can not be a relative, spouse or partner of the student.

- For successful applicants who have at the time of application already started their course of study or project, the maximum tenure will be the period remaining after deduction of completed study from the maximum period.
 - Example 1: for a 24 month masters qualification with a one-year research component, if the student has already completed six months of the course at the time of application, and the company is willing to support the student at the maximum recommended funding level or higher, the total funding available would be \$30,000 (\$40,000 - \$10,000) for 18 months. The TEC maximum funding would therefore be a total of \$15,000.
 - Example 2: for a student requesting funding for a 6 month research project only within a 24 month masters qualification, the maximum amount of funding (if the company provides the maximum recommended funding level) would be \$10,000, of which the TEC maximum funding would be \$5,000. In this case, if a student is part-way through the Masters, but has not started the research component, they may apply for up to \$10,000. If they have already started the six-month research component, the maximum amount will be less than \$10,000, and will be calculated by TEC staff.
- For successful applicants who are completing their course of study part-time, the funding would be made available at the same rate as the part-time rate, up to the maximum for the course of study.
 - Example: for a 24 month Masters qualification with a one-year research component, where the company is willing to support the student at the maximum recommended funding level or higher, the total funding available would be \$40,000 for 24 months. The TEC maximum funding would therefore be at total of \$20,000, spread evenly across the 24 months. Where the student is completing the course of study half-time, the qualification will take a total of 48 months for completion and the TEC maximum funding of \$20,000 would be spread evenly across the 48 months. The total contribution from the TEC would not exceed \$20,000 in any case.

What about the Tertiary Education Organisation (the “Host”)?

- The proposed course of study must have existing approval from the appropriate authority, be approved by the TEC for EFTS funding, and be carried out at a New Zealand tertiary education organisation.
- The tertiary education organisation proposing to host the applicant must provide the appropriate intellectual support and facilities to enable the applicant to undertake their nominated programme of study and research.
- New Zealand tertiary education organisations are responsible for managing the payment of the stipend to the scholar (funds will be transferred from the TEC to the tertiary education organisation for this purpose).
- The tertiary education organisation is a party to the application (and subsequent contract, if awarded). Therefore it is important for the tertiary education organisation (both the supervisor and the scholarships office, as appropriate) to be involved in the development of the application — particularly in relation to the completion of sections relating to the support that will provided to the student.

Technical Issues

- The application must be on the appropriate form (with the date of the round on the front page).
- The application (Parts A and B) must be lodged with the TEC by the due date and time.
- The application must not be sent by email or fax.
- The application must be typed (to make it easy to read please use a minimum of 12 point font, and only use bolding or underlining to highlight specific words or headings).
- The application must include all of the requested information.
- **Please note that the proposed application (preferably in draft format) should be discussed with or submitted to the Bright Future Administrator at least five working days before acceptance by the scholarships office of the tertiary education organisation.**

Part Three: How is the Application Assessed?³

Role of Reference Group

All eligible applications are sent to a Reference Group for assessment. The Reference Group, representing a cross-section of expertise from academia and the wider community, assesses and grades each application, and selects the applicants to be recommended for funding. The names of Reference Group members will be made public as a part of the process (in some cases the final membership of the Reference Group will depend on the applications received). Funding recommendations are then forwarded to the TEC Chief Executive for final approvals.

Assessment Criteria

There are five criteria for the Enterprise Scholarships as set out below:

- Excellence of the applicant's previous academic performance
- Excellence of the proposed project outline
- Potential benefit to New Zealand
- Company involvement and linkages
- Host tertiary education organisation support

Each criterion is assessed by the Reference Group, based on the information provided in the Application Form. The comments below provide a guide as to the range of factors considered by the Reference Group as they make their assessments.

1. Excellence of the student applicant's previous academic performance

The Grade Point Average is calculated by TEC staff.

There are two possible cut offs for the Grade Point Average (GPA), depending on the number of applications and the total amount of funding available. In most instances a GPA of 70 (equivalent to B+) is the minimum acceptable. Where a student has reached the threshold GPA of 70, no further assessment of the student applicant's prerequisite qualification is required by the Reference Group. When a student has a GPA between 50 and 69, the Reference Group will look at the Personal Qualities of the student as outlined in Section 2.3, to decide whether the student should be considered eligible for funding.

Calculation of Grade Point Average

Where the applicant has been enrolled in full-time study to attain their prerequisite qualification then the applicant's academic record is assessed on the last two years of their completed prerequisite qualification. However, where the applicant has been enrolled in part-time study to attain their prerequisite qualification, then the applicant's academic record is assessed on the courses that would have been undertaken in the last two years of the qualification were the applicant in full-time study (where the prerequisite qualification has taken only one year, the final year of the relevant previous qualification will also be assessed).

Each course grade attained during this two year period is given a numerical value as follows: A+=100, A=90, A-=80, B+=70, etc. Each value is then weighted according to the number of credits that the course was worth. These weighted values are then averaged to give an academic assessment grade out of 100. Courses at a lower level than would normally be taken in the last two years of the prerequisite qualification are not included and courses that were not completed are not included.

Where the student is identified, if all course grades for the prerequisite qualification are not available, and/or the qualification has not been conferred, and/or written verification from the Academic registrar (equivalent or nominee) regarding the academic status (which may include an academic upgrade of degree course) of the applicant has not been provided, the application will be ineligible.

³ Full details of assessment processes are available in the Enterprise Scholarships' *Guidelines for Reference Group* document on request from brightfuture@tec.govt.nz

Assessment of proposals with no student identified

In cases where the number of Enterprise Scholarship applications do not exceed the amount of Enterprise Scholarship funding available, applications are able to be accepted with no student identified. In these cases, criteria 2–5 are used for the assessment process. The applicants then have six months from funding notification to identify a suitable student (preferably with a minimum GPA of 70, although students with a GPA of 50–69 will be considered by TEC staff).

2. Excellence of the proposed project outline

This criterion is assessed on the basis of the information provided in Section Three of the application form. In order to assess this, all components must be completed as requested.

3. Potential benefit to New Zealand

This criterion is assessed on the basis of the information provided throughout the application form. Potential benefit to New Zealand may encompass a wide range of benefits — to the company, the tertiary education organisation, the student, and/or other parties that are indirectly involved in the project. Information about these potential benefits may be included in each part of the application form and may include any of the following facets:

- Benefit to the company (in economic or other terms)
- Development of highly skilled people (students or company employees)
- Benefit to the tertiary education organisation from links with the private sector
- Potential contribution to GDP
- Potential economic, social and/or environmental benefits
- Provides a competitive advantage for a company or companies in New Zealand
- Development of a platform (technology, skills or people) for other companies
- Development of new knowledge
- Potential to commercialise and exploit new developments or opportunities

4. Company involvement and linkages

This criterion is assessed on the basis of the information provided in Section Four of the application. At a minimum level, the company must identify the amount the funding they will provide, complete Section Four of the application form, identify a “champion” and commit to at least one meeting.

Additional Criterion for Category 2 Enterprises

This is assessed based on the enterprise’s demonstrated relationships with the private sector and the sufficiency of these relationships with the private sector to ensure that the Scholarship is likely to yield commercial benefits. The Reference Group will look specifically for evidence of a commercial partner, the pathway for sharing/transferring information to the commercial partner, and an indication of what commercial benefits are likely to occur.

This discussion must provide the names of the private sector companies who will be involved in realising the commercial benefits from this research proposal. It is expected that the Category 2 enterprise will have either:

- Identified at least one private company to be involved (i.e., their involvement is already agreed); or
- Identified a small number of companies that are likely to be involved.

Where a private company has agreed to be involved in realising the commercial benefits, the pathway by which this will occur should be outlined in detail. In cases where a specific company has not agreed to be involved, but there are a small number of companies likely to be involved, the reasons for selecting these companies should be summarised. Past success at creating similar commercial benefit may be included in the discussion, but the emphasis should be on what is planned in relation to this proposal. The applicants should also outline why the Category 2 enterprise is the most appropriate organisation to be involved.

Letters of support must be provided from the private sector partners that have been identified in the application.

5. Host tertiary education organisation support

This criterion is assessed on the basis of the information provided in Section Five of the application. At a minimum level, the host should indicate that the student has access to the necessary facilities and equipment, and that a mentoring/supervision plan is in place.

Part Four: Obligations and Agreements for Successful Applicants

Notification to Applicants

- As soon as the Reference Group recommendations have been approved, applicants will be notified by email of their results. This notification will be followed up with a formal letter to each applicant that includes their result and any feedback from the Reference Group.
- Applicants offered an Enterprise Scholarship will have fifteen working days from the date of notification to accept it, otherwise the offer may lapse.

Payment of Scholarship Funds

- The payment of the stipend (the guaranteed annual amount for each student, for a period equivalent to the full-time course) will be made through the offices of the host tertiary education organisation.
- Such payments will usually commence in the month that the Scholar starts their programme of work.
- In those instances where the Scholar, at the closing date of the Scholarship application round has already commenced their programme of work, payment of Scholarships funds will commence from the month immediately following that closing date and will not be backdated.
- If on completion of each year of the Scholar's study, the host tertiary education organisation is satisfied that the requirements of study have been fulfilled, the Scholarship will continue to be paid according to an agreement suitable to both parties.

Other Activities (such as paid work)

If the holder of an Enterprise Scholarship intends to be in paid employment (full or part time) during their course of study, they must get approval for their course of study and hours worked from their academic supervisor and tertiary education organisation.

Income Tax

- Payment of personal income tax is the responsibility of the Scholar.
- Liability for personal income tax will depend on the personal circumstances of the Scholar. When the stipend is the only form of income for the Scholar it is not likely to be liable for income tax (however, it remains the responsibility of the Scholar to clarify this with the Inland Revenue Department). When the Scholar (in either part- or full- time study) supplements their income from other sources they should also clarify their tax status in advance with the Inland Revenue Department.

Student Obligations

- The student is required to pursue the course of study outlined in the application form in accordance with the requirements of the host tertiary education organisation. In cases where the proposed course of study or the student's ability to undertake the course of study change, the TEC must be notified immediately.
- When the student elects to withdraw from the course of study before completion, the student may be required to repay to the TEC any Scholarship funds that have already been received.

Company Obligations

- The primary company (and other named companies) are required to provide their contribution to the stipend as specified in Section 1.5.
- The primary company is required to complete Section 4, detailing their primary reason for involvement with the Scholar, and expected benefits from this arrangement.
- The primary company must also identify an internal "champion" who can act as a contact for the Scholar, and hold at least four meetings per year with the Scholar and their supervisor.
- The primary enterprise contact person may not be the same as the academic supervisor.

Tertiary Education Organisation Obligations

- The tertiary education organisation proposing to host the student applicant must provide appropriate facilities, equipment and consumables to enable the scholar to undertake and complete their programme of research and study. They must also provide appropriate

intellectual stimulus and mentoring to assist in enhancing the scholar's intellectual and research competencies. They must complete Section 5 of the application form, covering this information.

- The tertiary education organisations are required to manage the payment of the Scholar's stipends.

Agreement (including Declaration and Signatures)

- The Scholarship will be made by way of an agreement between the Scholar and the TEC. Please ensure that all signatures are those normally used by the respective signatories and that the people signing on behalf of the host tertiary education organisation and the Primary Company are designated signatories. Signatories to the Application Form agree to the conditions and requirements of applications for the Enterprise Scholarships.

Suspension and Termination

- The TEC may agree to a suspension of a Scholarship in circumstances such as:
 - Ill health
 - Parental leave
 - Compassionate leave

In cases where a suspension is granted, an agreement will be reached between the Scholar and the TEC regarding recommencement of study and scholarship payment.

- The TEC may terminate a Scholarship in circumstances as follows:
 - The Scholar does not comply with the conditions of the Scholarship
 - The Scholar fails to pursue the agreed programme of study and research
 - The host tertiary education organisation is not satisfied that the scholar is diligently carrying out the agreed programme of study and research
 - The TEC is unable to provide funds for the scholar's agreed programme of study and research

Liability

- The TEC, its Enterprise Scholarships Reference Group and the TEC accept no liability for the manner in which work in connection with a Scholarship is undertaken. The Scholar will be responsible for the work and the consequences of it.

Intellectual Property Rights

- The TEC, its Enterprise Scholarships Reference Group and the TEC will make no claim to ownership, or control of any Intellectual Property Rights arising from, or in association with the programme of research undertaken during the Scholarship.
- It is the responsibility of the Company, tertiary education organisation and Scholar to negotiate any necessary agreement regarding intellectual property (when appropriate, this can be included in Section Three of the application).

Reporting, Dissemination and Acknowledgement

- Annual reports outlining the progress of the Scholar must be lodged with the TEC. On completion of the Scholarship the Scholar must submit a Final Report to the TEC on the results of the agreed programme of study and research. All reports are to be endorsed by the Scholar's academic mentor.
- For successful applications, the Short Title, Level of Qualification, Enterprise Name, Institution Name and Student Name will be made publicly available on our website.
- It is a condition of the Enterprise Scholarships that the Scholarship type be acknowledged in all activities and publications based on work funded by the Scholarship.

Privacy Act 1993

- The TEC, together with its Enterprise Scholarships Reference Group and the TEC undertake to collect, use and store information provided in the Enterprise Scholarship Application Form according to the principles of the Privacy Act 1993. The information will be used to select Enterprise Scholars and for administrative purposes only.

Part Five: How to Fill in the Application Form

Please note that the proposed application (preferably in draft format) is required to be discussed with or submitted to the appropriate TEC staff member at least five working days before acceptance by the scholarships office of the tertiary education organisation.

Part A (Application Form)

Section One: Applicant Details and Application Summary

1. Applicants

The application may be completed and submitted by either the student, or jointly by the host tertiary education organisation and the Primary Company, whose details are listed here. Please indicate which of the parties is the primary applicant and to whom all correspondence should be directed.

Please provide current contact details for all postal, telephone and email communication. If your details change after you have submitted your application form please notify the TEC. This will assist us in keeping you informed with regard to the progress of your application.

Please note that the company contact person and the student applicant may not be the same person.

2. Short title of project

Please provide a short title (i.e., approximately 10 words). A short, informative title helps the Reference Group to identify your proposal.

3. Summary of project

This should be in the form of a brief abstract (i.e., approximately 250 words) outlining the proposed research. This summary of the research should clearly identify why you have chosen your research project, what the key elements of the research will be, and the results you hope to attain.

4. Level of qualification sought

Identify the level of qualification sought in the application. In the next section, additional information will be requested about the qualification.

5. Financial commitments

This is the amount of funding requested. Specify the proposed company contribution to the stipend. It is important that the company is clear that this is a commitment to provide this funding in cash, each year, if the application is successful. The company may contribute more or less than the recommended amounts.

Specify the requested TEC contribution to the stipend. This may not be larger than the maximum identified in the table in Part One of these notes. If the company provides less than the recommended amount, then the TEC contribution will not exceed the company contribution.

Section Two: Student and Study Details

1. Personal details

Information about your date of birth, gender and ethnicity is required for statistical purposes and is not used in any part of the assessment process.

It is a requirement of the Enterprise Scholarship that all applicants are either a New Zealand citizen (or Australian citizen) or a Permanent Resident of New Zealand. All applicants must provide a certified copy of their birth certificate, passport or residency certificate attached to Part B of the application form. If this is not included the application will be ineligible. To obtain a certified copy, you will need to take the original document and a photocopy to someone who is authorised to make a certified copy (most university Research Offices, a Justice of the Peace, a Court Official). This person will sight the original and then stamp and sign the copy.

2. Academic assessment calculator

Do not complete the table in the application form. This will be calculated and completed by TEC staff. In order for us to calculate your academic assessment, you must attach a certified copy of your academic transcript and confirmation of your prerequisite qualification to Part B of the application form. Please note that to be automatically eligible, you must have an academic assessment grade of 70 or more. If your grade is between 50 and 69, you may still apply, but the Reference Group will consider whether you should be eligible.

3. Personal qualities

If the student is known at the time of application, you should describe their qualities, such as attitude, abilities, aptitude or experience that will contribute to successful outcomes for the research undertaken and the relationship between the student, tertiary education organisation and the Primary Company. Please note that **for students with a GPA between 50 and 69**, this section must be completed by the Academic Supervisor and Company Champion. Information supplied in this section regarding the student's skills, aptitude, and any relevant work experience will assist the Reference Group to evaluate the potential of the student to achieve to a high level.

4. Proposed course of study

Actual Course of Study: The information required will vary according to the level of the qualification.

- PhD or Masters level — abbreviate the course and specify major
 - E.g.: PhD (Biology), ME, MSc (Computing)
- Post-graduate Honours, Diploma, Certificate — specify the course
 - E.g.: BSc (Hons), Diploma in Applied Science, Certificate in Comp Sci
- Level 7 NQF — specify the qualification and course that the project is a part of
 - E.g.: Bachelor in Business Computing (Comp 301)

Where funding is only requested for a research project within a qualification (e.g. a six-month research project within a Masters), please identify both the qualification and the research project. In this case, the start date (see below) should be the start date for the research project.

Prerequisite Qualification: This is the name of the qualification that is a prerequisite for the proposed course. You must also provide confirmation of this as specified in Section 2.2 of the Application Form. Examples of this are BA (Psychology), MSc (Biology), ME, etc.

Minimum Qualification Time: This is the minimum time allowed to complete the course of study/project.

Part- or Full-Time: Please identify whether the course of study/project will be undertaken part- or full-time.

Start Date: This is the proposed start date for the course of study (for PhD, Masters, Post-graduate Certificate, Diploma or Honours courses) or project (for Level 7 NQF projects). In general, it is preferable for the application to be submitted before the proposed start date (i.e., the start date should not be before the closing date for the application round). If the student has already started, please record the actual start date, and also identify what percentage of the course of study or project has been completed. Please note that the student can be no longer than half way into the course of study or project at the time of the closing date for Enterprise Scholarship applications, and can be no more than a maximum of four months into the course of study or project (whichever is shorter).

Completion Date: This is the proposed completion date.

Names of Taught Courses: If the course of study/research includes taught courses/papers (i.e., for the first year of a Masters qualification), list the name of each course here.

Research Component: Specify the percentage of the course that is research-based.

Area of Study: See Annex 1. This information is required for statistical purposes only. Choose the work area (one only) which best describes your proposed programme of study and research. Insert the corresponding number of the work area here. For example, D3 equates to Geochemistry.

Section Three: Project Outline

This is the Section that will be used to assess the excellence of your proposed project. It is important that you provide enough detail to enable the Reference Group to effectively assess your application. The Reference Group will want to see evidence that you have done the necessary preparation to be able to demonstrate a clear plan for your proposed project, identify the key methods and why they are being used, and show that you have considered how the findings of your project may be used in the future. The amount of detail provided should vary according to the level and complexity of the proposed project. For example, a one year course may only require one page of information.

1. Purpose/proposed outcomes

This section essentially provides the background context about why/how you have selected this particular project. Based on the information that you have at this time, specify the project result(s) that you would anticipate, should your research go to plan. The potential outcomes may be wide-ranging and include, for example, the development of new products or processes, prototype development, new systems, patents, new knowledge or skills for the company or sector, etc. Please note that the project must involve research in order reach the outcomes that you identify (it should not be straightforward task completion).

Briefly outline the research field that you are working in. Identify the issue, problem or development that your project will contribute to, and outline how your project will contribute to the research field. In particular, identify what is new about your research (this is particularly important for a PhD-level proposal).

2. Specific objectives/aims of the project

List and briefly outline the specific objectives/aims of your research project. Depending on your project, there may be one large objective or a number of smaller objectives — in most cases, there should be between one and ten objectives/aims.

3. Milestones and expected timelines

Identify your key research milestones and when you expect to achieve them (in general, there should be at least two milestones/key timeline points for each year). This may be presented as a table or chart.

4. Project plan

Outline the approach (including methodology) that you will use in the project. Explain why you have chosen the methodology (if appropriate, identify particular strengths or weaknesses of the methodology). Provide enough detail to show that you are using the most up-to-date and appropriate method to meet your objectives. You may refer to key publications and/or researchers in your field of research, as appropriate. In most cases, the project plan should be the largest part of Section Three.

5. Knowledge transfer

Identify the ways in which you intend to share information with potential users of your research — in the academic/research communities in New Zealand (and potentially overseas), with your company, and other wider audiences, as appropriate (this may include communities involved in your research, private companies, other organisations). Ways of sharing information might include refereed publications, books, trade reports, other publications, patents, prototype development, academic conferences (papers, posters, presentations), trade conferences, other conferences, and so on.

6. Intellectual property plan/agreement (where appropriate)

You do not need to attach an Intellectual Property Plan/Agreement here. However, please identify whether you have had to develop one and, if so, summarise the key components.

7. Ethical and/or regulatory approvals (where appropriate)

Identify whether you need to obtain any ethical and/or regulatory approvals. If so, specify what they are and your anticipated timeline for obtaining them.

Section Four: Company Involvement and Linkages

This section should be completed by the Primary Company. **Where the Primary Company is a Category 2 Enterprise, please ensure that Section 4.4 is completed.**

When completing this section, please note that this scholarship scheme is intended to encourage and support linkages between private companies and tertiary education organisations, and to ultimately provide benefits to New Zealand. The benefits to New Zealand may come from a combination of many factors including the benefits to the company, the links between the company and the tertiary education organisation, and the development of the student.

This section should outline the range of potential benefits that the company can identify, and also describe what linkages currently exist or are likely to be created as a result of this scholarship. If other companies are involved in the project, include brief details of them and their level of involvement.

1. Overview of the involvement of the company

The Primary Company should briefly (about ¼ page) summarise why they are supporting this application. We recognise that the commitment to provide funding is a key indicator of the value that the company places on the application. However, some additional information about how this fits in to the overall development of the company (particularly when the benefits are broader than immediate increased revenue for the company) will help the Reference Group to assess this component. Some issues that you may consider when completing this section are:

- What is the value to your company of this project (this may be broader than monetary value)?
- What will change for your company as a result of this project?
- Will this project contribute to short term (6 months) goals or longer term goals?

Please also outline the current and future links and relationships with the host tertiary education organisation that are being developed and/or enhanced through involvement with this application. As a part of this, a company “champion”(student liaison/advisor) should be identified — this is the person in the company who is a contact for the student and who will see through the potential benefit for the company. As a minimum, there should be one meeting scheduled between the company “champion”, the student and the student supervisor each year (or for each project).

Please note that the company “champion” and the student applicant may not be the same person.

If the company is involved with multiple applications, it may be helpful to state whether the applications involve projects or research that fits together in some way, or whether the applications are quite distinct from each other. The TEC may request additional information from the company to provide the context for multiple applications.

2. Key factors

Please identify the main reasons for the company’s involvement in the application. You may identify more than one reason for participating. This will help us to understand the range of ways that these Scholarships meet the needs of companies.

3. Summary of the Primary Company

Information in this section will not be used for assessment. It is requested in order to assist analysis of the scheme and its applicability, in order that improvements can be made.

4. If Primary Company is Category 2, describe relationship with private sector:

The eligibility criteria state that a Category 2 enterprise must be “able to demonstrate a relationship with the private sector that is sufficiently compelling to ensure that the Scholarship is likely to yield commercial benefits”. **All Primary Companies that meet the criteria for a Category 2 enterprise must discuss their application with TEC staff before completing this section (and must complete this section).**

The Reference Group will look specifically for evidence of a commercial partner, the pathway for sharing/transferring information to the commercial partner, and an indication of what commercial benefits are likely to occur. Letters of support from the commercial partner/s are required in the application.

This discussion must provide the names of the private sector companies who will be involved in realising the commercial benefits from this research proposal. It is expected that the Category 2 enterprise will have either:

- Identified at least one private company to be involved (i.e., their involvement is already agreed); or
- Identified a small number of companies that are likely to be involved.

Where a private company has agreed to be involved in realising the commercial benefits, the pathway by which this will occur should be briefly outlined. In cases where a specific company has not agreed to be involved, but there are a small number of companies likely to be involved, the reasons for selecting these companies should be summarised. Past success at creating similar commercial benefit may be included in the discussion, but the emphasis should be on what is planned in relation to this proposal. You should also outline why the Category 2 enterprise is the most appropriate organisation to be involved.

This section is used by the Reference Group to assess whether Category 2 enterprises will be eligible for consideration.

5. Other company(s)

If there are no other companies involved in the application, leave this section blank. Otherwise, list the companies (the nature of their involvement and their access to the results of the research should be covered in the overview above).

Section Five: Host Tertiary Education Organisation Support

This section should be largely completed by the mentor/supervisor at the host tertiary education organisation. The host tertiary education organisation’s role is crucial in contributing to successful postgraduate research outcomes. It is important that the host tertiary education organisation has a skilled team in the proposed research area and can provide access to the facilities and equipment that will be needed. It is also important to have a clear mentoring and intellectual support plan that will show how the student will be supported through the course of study/research. The amount of detail provided should vary according to the level and complexity of the proposed project.

1. Host tertiary education organisation

- *Department Status and Competencies*
- *Department Facilities and Equipment*
- *Research Group Status and Experience*
- *Mentor Status and Experience*

Use the sub-headings as necessary to ensure that you cover each of these components. Provide evidence that the tertiary education organisation is a particularly suitable site for the proposed research project. Show how the combined characteristics of the tertiary education organisation will contribute to the successful completion of the course of study. Note that the department status refers primarily to the standing of the department in the field of study.

2. Proposed mentoring and intellectual support plan

Provide a detailed overview of how the supervisor/mentor (and other key people) will support the applicant. For example, outline the schedule of meetings planned between the supervisor/mentor and the applicant and identify other activities such as academic committees, peer review, etc that will contribute to the applicant's development. Please attach a two page CV (using the template included with the Application Form) for the primary supervisor. Please note the request for information regarding supervision of theses.

3. Other comments

Provide any additional information about the host tertiary education organisation here. This may include a comment about how the host will benefit from the relationship and linkages with the company.

Part B (Application Form): Signatories

The signatories should ensure that they have all read Part B of the application form and Part Four (Obligations and Agreements for Successful Applicants) of these Notes, and understand their obligations.

Part Six: Checklist

Before submitting your application, please check that you have included the following:

YES

Has the appropriate **TEC Staff Member**⁴ been contacted?

Has the **Host Tertiary Education Organisation** completed Section Five?

Has the **Mentor/Supervisor** completed a two page CV?

Has the **Company/Enterprise** completed Section Four?

Has the **Applicant** completed Section Three?

Is Part B of the application **signed** by all parties?

Student (if identified)

Mentor/Supervisor

Host Tertiary Education Organisation

Company/Enterprise

Where the Student is identified:

Have you attached a **certified copy** of your:

Passport/Birth Certificate/ Permanent Residency

Academic Transcript

⁴ Bright Future Administrator. Tertiary Education Commission. PO Box 27 048 WELLINGTON
Email: brightfuture@tec.govt.nz
Freephone: 0800 TEC INFO (0800 832 463)

Areas of Study

Annex 1

	A	B	C	D	E	F	G	H	I
	Mathematical Sciences	Physical Sciences	Chemical Sciences	Earth Sciences	Information, Computer & Communication Technologies	Applied Sciences & Technologies	General Engineering	Biological Sciences	Agricultural Sciences
1	Pure Mathematics	Astronomy	Physical Chemistry (incl. Theoretical & Structural)	Geology	Information Systems & Technologies	Aerospace Technologies	Mechanical & Industrial Engineering	Biochemistry	Soil & Water Sciences
2	Applied Mathematics	Theoretical & Condensed Matter Physics	Inorganic Chemistry	Geophysics	Computer Hardware	Manufacturing & Process Technologies	Chemical Engineering	Genetics, Molecular Biology & Biotechnology	Crop & Pasture Production
3	Statistics	Atomic Molecular Nuclear, Particle & Plasma Physics	Organic Chemistry	Geochemistry	Computer Software	Industrial Biotechnology & Food Sciences	Mining & Mineral Processing	Microbiology	Horticulture
4		Acoustic & Optical Physics	Analytical Chemistry	Oceanography	Communication Technologies	Material Sciences & Technologies	Civil Engineering	Botany	Animal Production
5				Hydrology			Electrical & Electronic Engineering	Zoology	Veterinary Sciences
6				Atmospheric Sciences			Automotive Engineering	Ecology	Forestry Sciences
7							Marine Engineering	Environmental Studies	Fisheries Sciences
8							Geomatic Engineering		
9							Aerospace Engineering		
10									
99	Other Mathematical Sciences	Other Physical Sciences	Other Chemical Sciences	Other Earth Sciences	Other Information, Computer & Communication Technologies	Other Applied Sciences & Technologies	Other General Engineering	Other Biological Sciences	Other Agricultural Sciences

	J	K	L	M	N	O	P	Q	R
	Medical & Health Sciences	Social Sciences	Clinical Sciences	Arts & Humanities	Creative Arts	Management & Commerce	Law	Architecture & Building	Services Tourism & Hospitality
1	Immunology	Economics	Nursing	Language	Performing Arts	Accountancy	Criminal	Architecture & Urban Environment	Tourism Studies
2	Medical Biochemistry	Business Studies	Dental	Cultural Studies	Visual Arts & Crafts	Business & Management	Public	Building	Catering & Hospitality
3	Medical Microbiology	Political Science & Public Policy	Optical	History	Design Studies	Sales & Marketing	Contract		Transport & Machine Operations
4	Pharmacology	Sociology	Radiography	Literature	Cinema & Production Studies	Office Services	Property		Personal Services
5	Physiology	Anthropology	Rehabilitation Therapies	Philosophy		Banking, Finance & Related Fields			
6	Neurosciences	Human Geography & Population Studies	Complementary Therapies	Religion		Econometrics			
7	Public Health Research	Psychology		Music					
8	Health Sciences Research	Education		Drama					
9	Human Movement & Sports Science	Media & Communication Studies		Dance					
10		Recreation & Leisure Studies		Maori Studies Maoritanga					
99	Other Medical & Health Sciences	Other Social Sciences	Other Clinical Sciences	Other Arts & Humanities	Other Creative Arts	Other Management & Commerce	Other Law	Other Architecture & Building	Other Services Tourism & Hospitality

Annex 2

Code	Industry Sector
1	Agricultural production and supplies and services
2	Aquaculture, fisheries and supplies and services
3	Arable crop production, supplies and services
4	Economic Development Agencies and similar organisations
5	Biochemicals and chemicals
6	Commerce and law
7	Construction and building products
8	Creative Arts
9	Dairy processing and products
10	Electrical and electronic goods and communications
11	Energy
12	Engineering and technical consultants
13	Food and wine
14	Forestry production and supplies and services
15	Horticultural production and supplies and services
16	Human health, functional foods and diagnostics
17	Manufacturing
18	Meat processing and products
19	Media
20	Plastics and packaging
21	Software products
22	Tourism and hospitality
23	Transport
24	Veterinary health and supplies and services
25	Wood and timber products
26	Wool processing and products