



**JOHN CURTIN UNDERGRADUATE SCHOLARSHIP (JCUS)
NOMINATION GUIDE 2018**

Please read this guide before completing the JCUS Nomination Form

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For more information:

Scholarships Office
Phone: +61 8 9266-2992
Email: scholarships@curtin.edu.au

NOMINATION PROCESS

Step 1: Download

- Nomination form available to download from right hand side of JCUS information page when scholarship is open for application

Step 2: Complete

- Follow the instructions in this guide to complete the nomination form

Step 3: Submit

- Nomination can be submitted by nominator or nominee
- Closing date listed at top of page and on nomination form
- Late or incomplete nominations will be assessed as unsuccessful

Step 4: Receipt

- Email receipt sent to the following within 10 working days of receiving nomination form:
 - Nominee – via email registered with TISC
 - School Principal/Deputy Principal – via school email provided on nomination form
 - Nominator (if the nominator is not the School Principal or Deputy Principal) – via school email provided on nomination form

Step 5: Assessment

- Nominations will be assessed by an assessment panel

Step 6: Outcome

- All successful and unsuccessful candidates will be notified of the outcome in early December via email listed on TISC
- Successful candidates will be sent scholarship offer pack via email listed on TISC
- High Schools will be notified of successful candidates from their school

Step 7: Acceptance

- Successful candidates must return acceptance documents by mid-December
- Deferral of this scholarship is not permitted

Notifications & Timeline

Notification Sent To:	For:	Method:	Time frame:
Nominator	Nomination receipt	Email	10 days after submission
	Outcome (only if successful)	Email	Early December
Nominee	Nomination receipt	Email	10 days after submission
	Outcome (successful and unsuccessful applicants contacted)	Email	Early December

The timeline given above is an indication of expected dates and should be used as a guideline only.

GENERAL INSTRUCTIONS

1. **School-leavers**
Nominator must be completed by the students current Year 12 high school and endorsed and signed by the Principal or Deputy Principal.

Non school-leavers
Nominator must be a professional educator who is familiar with the nominee's academic potential.
2. Include ALL required documentation with your nomination and make sure all sections are complete. (Incomplete nominations will be assessed as unsuccessful).
3. If you are submitting your nomination via post or in person, please:
 - a) Print all pages of the nomination form and additional documentation single sided
 - b) Do not staple or bind any pages together
 - c) Place your nomination form and additional documents into one plastic sleeve
4. If you would like the Scholarships Office to check the nomination before submission, you will need to bring your nomination form to the Scholarships Office at least one week before the scholarship closing date.
5. If you have questions, please contact the scholarships office at scholarships@curtin.edu.au or call +61 8 9266 2992.

SECTION A | Nominee's Details

Nominee Full Name: _____
(Do not staple or bind your pages together – use paperclips)



If filling out the form electronically, this field will automatically pre-fill with the details provided in Section A below.

**JOHN CURTIN UNDERGRADUATE SCHOLARSHIP
NOMINATION FORM 2018**

**Nominations Close:
4.30pm Friday 22 September 2017**

Instructions for how to complete this form is contained within the **JCUS Nomination Guide**.
Please print clearly in block letters

Grey bars detail sections to be filled out and who is required to fill out the section

SECTION A – Nominee's Details (Nominator to complete)

Nominator to complete nominee's details.

*Please do not abbreviate the education institution name. Education institution name should be in **FULL**, please do not abbreviate the school name.*

High School / Name of Education Institution: _____

Curriculum Council Number (TISC ID): _____

Family Name: _____

First Name: _____

Date of Birth: _____

Postal Address: _____

Email: _____ Phone: _____

SECTION B | Nominator's Details

SECTION B – Nominator's Details (Nominator to complete)	
Full Name _____	Nominator to complete this section.
Email _____	
Education Institution's Postal Address _____	
Education Institution's Phone Number _____	
3 Which of the following are you:	
<input type="checkbox"/> Principal/Deputy principal of nominee's school > Go to Section C – ATAR	
<input type="checkbox"/> Professional registered educator at an education institution other than high school (ie TAFE) > Go to Section C - ATAR	
<input type="checkbox"/> Other > Only complete this section if you have not selected one of the above. If you have selected one of the above, please go to the next relevant section.	
3.1 Nominator's official position _____	
3.2 School Principal/Deputy principal's full name _____	Principal/deputy's name and email must be provided if the nominator is not the principal or deputy principal.
3.3 School Principal/Deputy principal's email _____	

Non-School Leavers:

If the nominee is a non-school leaver, nominator must be a professional educator familiar with nominee's academic potential.

SECTION C – ATAR (Nominator to complete)

4 The nominee is a:

- Non school-leaver > ATAR _____ > Attach Document A
- High school-leaver > Complete 4.1

4.1 Is the nominee expected to graduate in the top 5% of their year 12 cohort at your institution?

- Yes > Attach Document A and complete 4.1.1

4.1.1 What is the nominee's predicted ATAR? _____

- No > Complete 4.1.2

4.1.2 The nominee's institution has a large cohort of students within the 5%

- Yes > Attach Document A and go to Section D
- No > Complete 4.1.3 and 4.1.4

4.1.3 Where does the student rank within the year 12 graduating group? _____
> Attach Document A

4.1.4 Please provide reasons why the candidate is being nominated for the JCUS.
> Attach Document B

**Nominees must be in the top 5% of their school's graduating year, the only exception to this is if the nominating school has a very high number of students with a predicted ATAR of 95 or above*

Nominating a student outside of the top 5%:
Please provide an indicative rank of the student within the school's WACE cohort and reasons on why the student is being nominated.

This can be presented as a reference for the students, in addition to the Nominator's Statement (Section D)

SECTION D | Nominator's Statement (Question 5 on Nomination Form)

If the nominator is NOT the Principal/Deputy Principal, then the statement must be endorsed by the Principal/Deputy Principal as follows:

I endorse the above statement

Full Name:

Signature:

Nominator is required to attach a typed statement (Document C) outlining the following:

- a) Academic achievements
- b) Other achievements
- c) Community service
- d) Vision and leadership

Format requirements:

- Printed on school letterhead
- Typed in paragraph or dot point format (dot point format preferred)
- Approximately 1 page in length (total)
- Signed by nominator and Principal/Deputy principal
- Please ensure that you address all criteria

Academic achievements may include:

- Academic awards (subject awards, top student awards, competition involvement etc)

Other achievements may include:

- Sporting achievements (sporting awards, team captain, interschool team, colours etc)
- Other extracurricular achievements (awards, participation in band/choir/debating/performance, competitions, etc)

Community service may include:

- Involvement in community service within school parameters- focus on service that has been over and above required service hours.
- Involvement in community service outside of school parameters- student has taken initiative to be involved in the community outside of school.

Vision and leadership may include:

- Leadership achievements and awards (Head boy/girl, prefect, awards for leadership etc)
- Leadership involvement (leadership courses, programs etc)
- Vision – how has the nominee demonstrated clear vision? For example have they been involved in development programs for personal development or for the benefit of the school/external organisation?

SECTION E | Nominee's Statement (Question 6 on Nomination Form)

Nominee is required to attach a typed statement (Document D) detailing the following:

- a) Academic achievements
- b) Other achievements
- c) Community service
- d) Leadership

Format Requirements:

- Typed in dot point format
- Approximately 1-2 pages in length (total)

Format your statement as per the example below

Academic Statement

Surname, First Name

Your Curriculum Council number

Full Name of School

a) Academic achievements

- Include all relevant academic achievements in dot point format
- List in chronological order with the most recent being at the top of the list
- Include any relevant details

Examples

- Year 12 Science Excellence Award
- Year 12 Engineering Project 1st Prize (awarded for best bridge design)
- Year 11 Maths Competition 3rd place (state competition)

b) Other achievements

- Include all relevant extracurricular involvement and achievements in dot point format
- Include the length of time you undertook these activities for
- List in chronological order with the most recent being at the top of the list

Examples

- Play trumpet in school band (Yr 8 - 2013 to year 12 - 2017) Band has competed in multiple competitions including nationals in 2013
- Involvement in interschool sport team (Yr 8 - 2013 to year 12 - 2017)
- Captain of school basketball team (Yr 8 - 2013) & (Yr 10 - 2015)

c) Community service

- Include all relevant community service and volunteering
- Include the length of time you undertook these activities for
- List in chronological order with the most recent being at the top of the list
- Include any relevant details

Examples

- 106 hours of community service within school (2013 - 2015)
- Volunteer at soup kitchen (13 hours - 2014)
- Volunteer at orphanage in Cambodia. Roles included teaching & childcare. (3 weeks - 2016) This volunteering was undertaken through an external program. I am passionate about children's education and am planning to return in 2018

d) Leadership

- Include all relevant leadership awards, roles and courses
- List in chronological order with the most recent being at the top of the list
- Include any relevant details

Examples

- School drama prefect (2016)
- Leadership course (2016). Two year 11 students selected to attend state course

SECTION E | Nominee's Essay (Question 7 on the Nomination Form)

Nominee is required to attach a typed essay (Document E) on the below topic:

- a) ***What is the most important issue of concern in your community?***
- b) ***Detail how this issue affects, or impacts you and discuss how the issue could be resolved***

Guidelines for essay:

- Essay should be formatted as below:
 - Size 11 font
 - 1.5 spacing
 - Moderate margins
 - Paragraph format with appropriate sentence and paragraph spacing
 - Essay must include the following declaration at the conclusion of the essay:
 - "The above essay was written without assistance and is my own original work"
 - This declaration must be followed by the students signature and dated

Format your essay as per example below

Essay Title

Surname, First Name
Your curriculum council number
Full Name of School

- a) *What is the most important issue of concern in your community?*

Topic 1 text in paragraphs

- b) *Detail how this issue affects, or impacts you and discuss how the issue could be resolved.*

Topic 2 text in paragraphs

Declaration to be included at bottom of essay (you may copy the below and paste onto the end of your essay):

"The above essay was written without assistance and is my own original work"

Signed: _____ Date: _____

SECTION F | Documentation Checklist

SECTION F – Documentation Checklist (*Nominator and Nominee to check*)

Nomination Form Checklist

- Do the attached documents follow the required format detailed in the *JCUS Nomination Guide*
- Have **all** the questions been completed?
- Has the form been signed and dated by both the nominee and approved nominator?

Documentation Checklist

- Document A: School Leavers:**
 - Year 11 Statement of Results
 - 12 Statement of Results. Full reports are not required*
- Non-School Leavers:**
 - Most recent Statement of Results
- Document B: Reasons for nominating student outside of top 5% (if applicable)**
 - See *JCUS Nomination Guide* for further information
- Document C: Nominator's Endorsement & Statement**
 - See *JCUS Nomination Guide* for required format
- Document D: Nominee's Statement²**
 - See *JCUS Nomination Guide* for required format
- Document E: Nominee's Essay**
 - See *JCUS Nomination Guide* for required format

Please Note:

- Full school reports are not required. Please only provide:
 - The interim (mid-year reports) and year-end statement of results for year 11
 - Interim results/reports for year 12. We understand that year 12 statement of results are not available until after the nominees mock exams, in this case Interim reports are acceptable.
(If this document is not available, you will be required to submit school reports)
- Photocopies of awards and certificates are not required. You have signed a declaration (below) stating that the information you have provided is correct and true. Please be aware that the Scholarships Office may cancel the scholarship at any time if it is proven that false or misleading information has been provided.
- Incomplete nominations or nominations missing required documentation will not be considered for the scholarship.

Nomination forms must be complete at time of submission.

No extensions will be given for incomplete nominations or missing documentation

SECTION G | Nominee Privacy Statement, Declaration & Signature *(Nominee to complete)*

SECTION G – Nominee Privacy Statement, Declaration and Signature *(Nominee to complete)*

1. I declare the information supplied by me to Curtin University of Technology (“Curtin”) is complete and correct in every particular.
2. I understand the scholarship may be cancelled if it is proven that I was offered a scholarship based on false or misleading information documentation.
3. I authorise Curtin to send all correspondence concerning this application including the outcome of the application to the second school in which the nominee is enrolled.
4. I authorise Curtin to obtain from other educational institutions and relevant authorities, at any time, details of my enrolment, misconduct record and academic record.
5. I acknowledge that I have read and understood the eligibility criteria (available at scholarships.curtin.edu.au) to be considered for the John Curtin Undergraduate Scholarship 2018
6. I acknowledge that I have selected/will have selected and saved a Curtin University course as my first preference on TISC by the closing date of the scholarship application
7. I understand that if I do not meet any of the eligibility criteria by the scholarship closing date, I will not be eligible to be considered for the scholarship
8. I consent to Curtin using my personal information supplied for the following purposes:
 - a. For Curtin Scholarships Office staff and selection committee members (which includes representative(s) of the external sponsor and Curtin staff) to make the scholarship selection;
 - b. For the administration of the scholarship;
 - c. For Curtin’s general administrative purposes which includes communications involving surveys, the availability of courses, alumni activity, newsletters and related marketing or promotional activity, and soliciting donations.

Nominee Signature _____ Date _____

Parent/Guardian Signature _____ Date _____
(If applicant is under 18 years)

Full Name of Signee _____

Nominee:
Please ensure you read sign the privacy statement and declaration.

Nominee’s legal guardian
will need to also sign the form if the nominee is under 18 years old.

SECTION H – Nominator Privacy Statement, Declaration & Signature *(Nominator to complete)*

SECTION H – Nominator Privacy Statement, Declaration & Signature *(Nominator to complete)*

1. I declare the information supplied by me to Curtin University of Technology ("Curtin") is complete and correct in every particular.
2. I understand the scholarship may be cancelled if it is proven the nominee was offered a scholarship based on false or misleading information or documentation.
3. I acknowledge that I have read and understood Curtin's Privacy Statement located at <http://rim.curtin.edu.au/privacy/>
 - a. I understand this Privacy Statement describes how Curtin handles personal information in its possession or control.

Nominator's Signature: _____ Date: _____

Nominator's Full Name: _____

Nominator
to complete and sign
the form.

Only complete the below section if the Nominator is NOT the Principal, Acting Principal, or Deputy Principal

Principal/Acting Principal's Signature: _____ Date: _____

Principal/Acting Principal's Full Name: _____

Endorsement
Only complete this
section if the Nominator
is not the Principal,
Acting Principal or
Deputy Principal

SECTION I – Submission (Completed Nomination Forms can be submitted by either the Nominee or Nominator)

Submit your **completed nomination form** along with the required supporting documentation via one of the following options.

- Please **DO NOT** send multiple copies through the different submission channels
- For example, if you are emailing your nomination, do not send a hard-copy as well

1. Email:

Form must be printed and signed before being submitted to the Scholarships Office.

scholarships@curtin.edu.au

Accepted formats are:

1. PDF

All other formats will NOT be accepted

2. Fax:

(08) 9266-3279

Please attach a front cover page containing

1. Nominee Name
2. Curriculum Council Number
3. Number of pages faxed

3. Post:

Curtin University
Scholarships Office
GPO Box U1987
PERTH WA 6845

4. In person:

Curtin University
Scholarships Office
Building 101, Level 1
Kent Street
BENTLEY WA 6102

Nomination form can be submitted by nominator or Nominee.

Please read submission requirements carefully