TEFMA Conference Scholarship Application form

Applicants should address all sections 1 – 6 in this form.

1. Applicant information

The applicant’s institution must be a current financial member of TEFMA.

Applications are required to be supported by the TEFMA Institutional Member.

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| Applicant’s name: |  |
| Applicant’s Institution: |  |
| Applicant’s Title: |  |
| Contact Details: | Phone:  Email: |
| Name and Position of Applicant’s Direct Supervisor |  |
| Supervisor’s Contact Details: | Phone:  Email: |
| Supervisor’s Comments:  *(A short character reference and statement of support from applicant’s Supervisor, including how long the Supervisor has known the applicant and in what capacity)* |  |
| Name of TEFMA Institutional Member: |  |
| Institutional Member’s Supporting Comments: |  |
| Signature of Institutional Member: |  |
| Date: |  |

1. Summary

Provide a brief summary (no more than 250 words) of the key aspects of your application for the **Conference Scholarship**, 2018.

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| 250 words maximum |

1. Institutional visits

Provide a brief summary (no more than 250 words) noting the institutions you would propose to visit after the conference, and why you have selected them, should you be awarded the **Conference Scholarship** 2018.

OR

Provide your summary using an alternative media presentation form such as video, graphic representations or other standard formats.

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| 250 words maximum |

1. Response to selection criteria

Respond to all scholarship criteria, with a maximum of 500 words for each.

Applications should clearly reference the criteria. Words provided are a prompt only, to assist those completing an application, but are not intended to be exhaustive.

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| CRITERIA | RESPONSE |
| 1. Professional development   Applicants should describe how the **Conference Scholarship** will assist them in broadening their knowledge of tertiary facilities management.  Evidence of your developing professionalism within the sector should be included, and the potential for you to increase the positive impact you can make in property and/or facilities management in your institution. Your application should demonstrate how the scholarship will benefit both you and your Institution.  Your application should demonstrate the value you will get from attendance at the conference and visits to other higher education institutions in the area, and how this knowledge will be passed on to your organisation. | 500 words maximum |
| 1. Interpersonal skills development   Applications should demonstrate that the applicant is developing leadership and representation skills in their current role, and should provide examples of:   * A workplace task or situation where you showed strong leadership, recognized as such by your peers and/or supervisor. Describe the attributes you needed to perform this role successfully. * A time when you were required to show strong relationship management in a work situation. Describe the attributes you needed to perform this role successfully. * A situation where you represented your Department or Institution at a senior level. Describe the attributes you needed to perform this role successfully. | 500 words maximum |
| 1. TEFMA Participation   Applications should demonstrate that the applicant has a continuing interest in TEFMA and appreciates the value of participating in TEFMA activities.  Applicants should demonstrate their knowledge of the mission and workings of TEFMA by referencing some or all of the following:   * Active participation you may have had with TEFMA in the past. * Recent understanding you have developed about the activities of TEFMA. * Ways in which you would be interested in contributing to TEFMA in the future. * Suggestions with respect to future activities that TEFMA could undertake to expand its work in the higher education property and facilities management sector. | 500 words maximum |

1. Supporting materials

Supporting materials for applications may be provided and should be listed within, and attached to, your application.

The judging panel will decide whether or not to review all material provided, depending on the extent to which it informs the application, and the quantity of information.

Applicants should provide only information of direct relevance to support their application as the time available to the judging panel to make their assessment is limited.

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| List of any supporting materials: |

1. Additional material for site visit

Provide a list of any additional materials that would be made available to the judging panel should an interview be scheduled.

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| List of any additional materials for panel review: |