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# TEFMA & AUDE SCHOLARSHIP

**AUDE SUMMER SCHOOL FOR ASPIRING ESTATES DIRECTORS**

General information for applicants  
The TEFMA & AUDE Summer School Scholarship is an exciting opportunity that has been provided to us by our strategic partner, AUDE for a TEFMA member to join them at their Summer School Programme for Aspiring Estates Directors. The intent of the scholarship is to provide the future leaders of the higher education property and facilities management sector with an opportunity to expand their horizons.

The scholarship is supported by AUDE and covers the costs of the registration and accommodation. TEFMA provide up to $5,000.00 incl GST for travel and other incidental costs. Expenses above this are covered by the successful applicant’s institution.

The programme runs for 4 days and a grant of ‘study’ leave or similar for at least the formal portion of the visit will be required from the applicant’s organisation. As part of the programme, you will be assigned to groups on the first day and this will remain for the duration of the programme.

**The Group Project works consists of:**

1. Working with colleagues from across the AUDE community
2. Exploring key insights from the Summer School
3. Enabling practical improvements to Institutional performance

This is a **12-month commitment** as you will need to work together in your allocated team to complete ongoing project assignments.

The successful applicant will be required to produce a comprehensive written or mixed media report of no less than 2,500 words describing their attendance at the Summer School, which will include their experience and the resulting benefits for their work and organisation. The report will be published in a TEFMA Community Portal and the scholarship winner will be required to present on their experience via TEFMA’s Webinar program.

Financial Assistance

The offer from AUDE to the winner of the Scholarship includes the provision of meals and accommodation during the period of the Summer School. TEFMA provide up to $5,000.00 incl GST for travel and other incidental costs.

The scholarship winner’s home institution will be required to meet the balance of all other related costs.

TEFMA & AUDE Summer School Scholarship applications will be evaluated on the basis of the [criteria](#criteria) set out below.

TEFMA Scholarships are valid for 2 years after the date awarded. Should the recipient leave the Institution, the Scholarship will no longer be valid.

Application dates  
Applications for the TEFMA & AUDE Summer School Scholarship open late March each year.

To be considered for the TEFMA & AUDE Summer School Scholarship applications and supporting material should be received by TEFMA no later than **5pm (AEST) on the closing date highlighted on the TEFMA website.**

Submissions must be made on the official [application form](#application).

All [Scholarship criteria](#criteria) must be addressed in the application.

Applications must be submitted via the [Submission Portal](https://tas.currinda.com/register/event/2323).

Eligibility  
The TEFMA & AUDE Summer School Scholarship is open for applications from TEFMA members employed in the facilities department of a TEFMA member Institution who are already in a senior management position but have aspirations of being appointed to a position similar to a Deputy Director, Director or Executive Director of Facilities Management or an equivalent role in a related facilities management discipline.

This Scholarship would also suit more senior professionals within a niche role who wish to expand their breadth of knowledge.

Only one nomination per institution is permitted for this scholarship.

If the candidate is not already a member of TEFMA, then the host Institutional Member is to arrange for the candidate to become a member of TEFMA.

Assessment of applications and announcement of Scholarship winners  
Applications will be judged against the published criteria. Panel deliberations will be confidential and TEFMA’s decision is final. No correspondence or appeal process will be entered into. The award of the Scholarship will then be referred to AUDE for final endorsement.

The review panel will include the following members:

* Chair, Membership Services Committee
* TEFMA Vice President
* TEFMA General Manager
* A Past-President of TEFMA.

Should the applicant be from the Chair, Membership Services Committee, the Chair, Education Services Committee will chair the review panel to avoid any potential conflicts of interests.

At the discretion of the Scholarship Review Panel applicants *may* be required to undertake an interview.

More than one Scholarship can be awarded in any calendar year and the Scholarship Review Panel may decide not to award if it deems that no suitable applications have been received.

The successful applicant to be notified at the TEFMA Clever Campus Awards night, held during the TEFMA Annual Conference.

TEFMA & AUDE Summer School Scholarship Criteria   
Applications should clearly reference the criteria provided in the application in the key categories of professional development, leadership, representation and TEFMA participation.

1. Professional development

Applicants should describe how their attendance at the AUDE Summer School would assist them to broaden their knowledge of a particular aspect of tertiary facilities management if they were successful in winning theScholarship.

Applicants should include evidence of their own developing professionalism, and the potential for them to increase the positive impact they can make in property and/or facilities management in their institution as a result of attending the AUDE Summer School.

Applications should clearly demonstrate how the scholarship will professionally benefit both themselves and their Institution.

1. Interpersonal skills development

Applications should demonstrate that the applicant is developing leadership skills in a current role, and should provide examples of:

* A workplace task or situation where you were required to show strong leadership, recognised 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, either with your peers or with your customers. Describe the attributes you needed to perform this role successfully.

Applications should demonstrate that the applicant is developing representation skills in a current role, and should provide an example of:

* A situation where you were required to represent your Department or Institution at a senior level, either within or outside the organisation. Describe the attributes you needed to perform this role successfully.

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.

Application Form   
Instructions

1. To be considered for this scholarship you must provide the following:

* Completed [application form](#application).
* Supporting materials (if any).
* Details of any additional material to be made available should the review panel   
  choose to make a site visit.

1. All sections of the application form must be complete for an application to be considered.
2. Applications must be endorsed and signed by the relevant Institutional Member and must be accompanied by a written statement that the required time and additional funding will be provided.
3. Applications must be submitted online via the Online Submission Portal which can be found on the [TEFMA Website](https://www.tefma.com/scholarships).
4. Save your file name as YOURSURNAME\_AUDEYEAR\_datesubmitted i.e. SMITH\_AUDE2024\_12.05.19. Word or PDF is acceptable.
5. If you have supporting documents (up to 2 supporting documents can be uploaded), please ensure they are saved as YOURNAME\_AUDEYEAR\_Attachment A or Attachment B i.e. SMITH\_AUDE2024\_ATTACHMENT A
6. Once you have submitted your scholarship you will receive an automatic email within 24 hours. If you do not receive an email, please email the TEFMA Secretariat: [info@tefma.com](mailto:info@tefma.com) to confirm your application has been uploaded correctly.
7. Applications are due by **5pm AEST on the closing date unless otherwise agreed.** Please contact the TEFMA Secretariat on +61 3 6234 7844 or [info@tefma.com](mailto:info@tefma.com) with any queries.

Hints for application preparation   
Be factual and positive.

It is important to provide evidence to back up your claims. Responses need not be lengthy, but they should be relevant, include meaningful supporting descriptions, and should demonstrate characteristics, qualities or approaches that have resulted in making a significant contribution to your organisation.

A submission should anticipate the key points a panel member will be looking for in the responses to the scholarship criteria.

To maximise your chances of success it is important that you address the scholarship criteria to clearly identify the suitability of your application for consideration as winner of the scholarship.

When addressing the criteria, you should look for things to highlight that might set you apart from other applicants.

Be clear and to the point and do not exceed word limits. Edit your responses for grammar, spelling, and punctuation.

Scholarship Reimbursement Process

Accommodation and registration for the Summer School Programme for Aspiring Estates Directors is arranged by AUDE. AUDE can be contacted at [info@aude.ac.uk](mailto:info@aude.ac.uk), please include [Corinne@aude.ac.uk](mailto:Corinne@aude.ac.uk) in the correspondence.

TEFMA provides up to $5,000 (incl GST) for travel and other incidentals.

Reimbursements require recipients to submit an invoice from their Institution to the TEFMA Office at info@tefma.com. All invoices must be accompanied by supporting materials that relate to the expenses.

Invoices are to be in Australian dollars and addressed to:

Tertiary Education Facilities Management Association

ABN: 63 415 598 574

PO Box 576

Crows Nest, NSW, 1585

Australia

Phone: +61 2 9431 8692 Email: info@tefma.com

**TEFMA & AUDE Summer School Scholarship Application Form**  
Applicants should address all sections 1 – 2 in this form and should note items 3 and 4.

1. Applicant information

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

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

|  |  |
| --- | --- |
| Applicant’s name: |  |
| Applicant’s Institution: |  |
| Applicant’s Position: |  |
| 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. 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 include material evidencing their own developing professionalism and should describe their potential to increase the positive impact they can make in property, sustainability and/or facilities management in their institution, should they be successful in winning the scholarship.  Applicants should clearly demonstrate how the scholarship will professionally benefit both themselves and their Institution. | 500 words maximum |
| 1. Representation   Applications should demonstrate that the applicant is developing representation skills in a current role.  Applicants should provide recent examples where they represented their Department or Institution, at a senior level, within or external to the Institution.  Applications may reference some or all of the following:   * Representation attributes: Describe your representation role requirements and the attributes needed to perform it successfully. Describe how the attributes you displayed enabled you to represent your organisation appropriately. * Knowledge: Describe the knowledge you needed to represent your department or institution and the attributes you required to successfully convey your knowledge of the situation. * Relationships: Describe the types and roles of the other people involved in the situation, and the skills you were required display to interact with them and successfully represent your organisation. | 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. Presentations after completion

The successful applicant will be required to produce a comprehensive written or mixed media report of no less than 2,500 words describing their attendance at the AUDE Summer School, which will include their experience and the resulting benefits for their work and organisation.   
  
The report will be published in a TEFMA Community Portal on the website and the scholarship winner will be required to present their experience via TEFMA’s Webinar program.