



Alliance of Girls' Schools Australasia Fellowship

APPLICATION GUIDELINES

1. GENERAL

1.1 Membership. Fellowships are offered to staff of Alliance member schools only.

1.2 Tertiary qualifications. Fellowships will not be awarded to enable the applicant to obtain/complete tertiary qualifications e.g. Masters or PhD.

1.3 Nature of project. Fellowships will be awarded for the purpose of pursuing a project related to girls' education.

1.4 Interviews. Short-listed applicants may be required to attend an interview in person.

1.5 Joint and multiple applications. Fellowships are awarded to individual applicants only and for individual projects only.

1.6 Amount of award. The value of the Fellowship is AUD10,000.

1.7 Support from other sources. The Fellowship may be held concurrently with another award.

1.8 Duration of Fellowships. The duration of an Alliance Fellowship is likely to be a maximum of 12 months; however, it is acknowledged that the duration is determined by the project aim and timeframe needed to achieve this aim.

2. CONDITIONS OF AWARD

Contract. The award of an Alliance Fellowship is subject to the Fellow agreeing to be bound by the conditions laid down in an agreement between the Alliance and the Fellow.

3. TRAVEL AND EXPENSES

The Fellowship can be used for travel and travel related expense:

Air travel in economy class and via the most direct and cost-efficient route.

Living expenses such as meals and accommodation.

4. PROFESSIONAL DEVELOPMENT AND CONFERENCE FEES

The Fellowship can be used to cover part or all of the cost of approved conference fees or other professional development opportunity and must be accompanied by formal documentation at the time of application.

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5. PAYMENT

Payments are calculated and paid on the following basis:

Amounts granted for one purpose are not transferable to another purpose.

Payments will be made after approval of the final program or project. Expenses will be paid up to the total amount granted upon presentation to the Alliance of appropriate receipts, or the account will be paid directly by the Alliance, on presentation of a formal invoice.

6. TAX IMPLICATIONS

The liability of a Fellow for Income Tax is a matter for decision by the Commissioner of Taxation and the Alliance has no responsibility or authority in the matter. Any allowances paid to Fellows are likely to be treated as assessable income. The Alliance recommends that Fellows keep receipts for all expenditure during their Fellowship and seek independent advice with respect to their eligibility for claiming tax deductions.

7. ONLINE APPLICATION FORM

The purpose of the application form is to enable the Alliance to assess the applicant and the outline of the proposed project in order to draw up short-lists for interview. All applications must be made using the online application form.

8. REFEREE REPORTS

The applicant is required to obtain a Project Reference and a Personal Reference as part of the application process. If the applicant is not the school's principal then one referee must be your principal.

9. TIME LINE

Applications open:	1 Feb 2020
Applications close:	31 March
Applications acknowledged:	31 March
Applications reviewed:	April
Short listed applicants interviewed	April
Selection and award:	May

10. ASSESSMENT PROCESS

Applications open 1 February 2019 and close 31 March 2020. After applications have closed all applicants are sent an acknowledgment. Every application is initially assessed by the selection committee. Committee members are free to make any inquiries and consult with whoever they consider necessary in making their assessments.

Every application for an Alliance Fellowship will be assessed on the merit of the proposed project. In this assessment the Alliance considers that there are two distinct components of equal value:

1. Project – which may include matters such as the following:
 1. Relevance and timeliness of this project
 2. The benefits of the project for girls' schools
 3. The viability of the project, realistic and achievable planning and resource use.

2. Applicant – which may include matters such as the following:
 1. Depth of experience and professional achievement
 2. Peer recognition
 3. Delivery and quality of previous projects
 4. National and international collaborations
 5. Demonstrated competencies.
 6. Ability and commitment to widely disseminate findings.

10.1 Short-listing Process

Based on the initial assessment applicants are short-listed for interview by a committee appointed by the Alliance Board

The Alliance will contact those applicants short-listed for an interview to arrange suitable interview times.

It is essential that the applicant is contactable and details provided on the Application Form are current.

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Applicants who have not been selected for an interview will be notified as soon as possible.

10.2 The Interviews

Interviews will be scheduled as early as possible and may be conducted anytime in May including weekends either in person or via video conferencing facility.

10.3 Selection of Fellow

The selection of a Fellow and the procedures undertaken are at the absolute discretion of the Board.

10.4 Unsuccessful Applicants

Applicants may be advised as unsuccessful at any stages of the selection process.

Unsuccessful applicants may re-apply in a future year.