

**POLICIES AND MANAGEMENT
GUIDELINES OF THE MINISTRY OF
FIJIAN AFFAIRS SCHOLARSHIP
SCHEME**



**MINISTRY OF FIJIAN AFFAIRS
SUVA, FIJI
NOVEMBER 2006**

FOREWORD

The Fijian Affairs Scholarship Scheme (FASS) was established through the provision of a \$3.5million grant from Government in late 1983. The first phase was implemented for five years from 1984-1988, with further Government approval for a second phase from 1989 to 1993. In 1994 the fund was increased to \$4.7 million per annum. Since 2001, it has been increased annually until it now stands at \$8m - this is reflective of the increasing demand for scholarships and Government's commitment to this programme.

This Affirmative Action policy is aimed at redressing the educational gap and imbalance between Fijians and Rotumans and other ethnic groups in the country. It does not discriminate on the basis of income or gender of applicants and has enabled many Fijians to compete at the highest levels of education and many have succeeded. A good number of Fijians and Rotumans have graduated with first degrees and postgraduate qualification, something that would not have been possible without the FASS.

Since its establishment, the Scheme has been administered by the Ministry of Fijian Affairs. In 2004 a review of the Scheme was carried out by a team led by the late Dr. Ahmed Ali. The Terms of Reference required the team to review the scholarship award scheme, its policy guidelines and administrative systems amongst other things and make recommendations to the Minister. The review submitted 51 recommendations which were endorsed by Government in 2004 and implemented from 2005 and 2006.

The improved management of the FASS has been a high priority of the Ministry and the publication of guidelines in this book is part of that endeavour - to conduct business in a fair and transparent manner.

The guidelines provide the reader with accurate and up to date information on how each of the functions of the FASS is managed.

The booklet outlines the role and functions of the Fijian Education Advisory Group and the Fijian Education Committee, the criteria for the award of scholarships, the monitoring of student performance, the scholarship process and the scholarship award package. In addition, the booklet makes mention of counselling support services and also outlines an appeals procedure.

These guidelines were first published and became effective from 1st November 2001. This reprint and amendments supersedes all other administrative procedures, either formal or informal, that may have been in place prior to this date.

I am sure that this booklet will go a long way in improving public awareness of the FASS and thus facilitate its ease of management.

Ratu Naiqama Lalabalavu
**MINISTER FOR FIJIAN AFFAIRS, CULTURE &
HERITAGE, LANDS AND PROVINCIAL
DEVELOPMENT**

TABLE OF CONTENTS

	<u>CONTENTS</u>	<u>PAGE</u>
1.0	THE FIJIAN EDUCATION ADVISORY GROUP	6
2.0	THE FIJIAN EDUCATION COMMITTEE	6
3.0	CRITERIA	7
4.0	PURSUIT OF HIGHER LEARNING OPPORTUNITIES	12
5.0	PROVINCIAL DISTRIBUTION	12
6.0	GUIDANCE IN MAINTENANCE OF AWARD	13
	Academic assessment	13
	Change of Programme/Majors	17
	Extension of award	18
	Deferral of award	18
	Termination of award	19
	Extra Tutoring	20
	Home Located Research	21
	Completion of Studies	21
	Bond	21
	Student Code of Conduct	22
7.0	THE SCHOLARSHIP PROCESS	24
8.0	THE SCHOLARSHIP AWARD	27
9.0	THE SCHOLARSHIP AWARD PACKAGE	27
	Overseas Award	27
	Local Award	28
10.0	APPEALS	31

11.0	ADMINISTRATIVE SUPPORT SERVICES	32
-------------	--	-----------

APPENDICES

<i>APPENDIX A</i>	-	FORM A	33
<i>APPENDIX B</i>	-	FORM B	44
<i>APPENDIX C</i>	-	FORM C	55
<i>APPENDIX D</i>	-	FORM D	66
<i>APPENDIX E</i>	-	FORM E	77
<i>APPENDIX F</i>	-	FORM F	88

1.0 THE FIJIAN EDUCATION ADVISORY GROUP

1.1 The Fijian Education Advisory Group (hereafter referred to as the “Group”) has overall authority for the administration of the scholarship scheme. The Group, which is appointed by the Minister, comprises:-

- a Chairman (from outside the Civil Service)
- Two members from the FAB to look after the interests of the Provinces.
- Two professional persons, again from outside the civil service and successful Fiji citizens, not necessarily indigenous Fijians.
- CEO, Ministry of Fijian Affairs
- CEO, Ministry of Education

1.2 The functions of the Group are to:-

- i) Provide policy advice to the Minister on Fijian Education in relation to the Fijian Affairs Scholarship Scheme;
- ii) Determine the field of studies and institutions in which the awards are to be offered.
- iii) Discuss and decide on other issues related to the scholarship fund
- iv) Provide advice and guidance to the Fijian Education Committee

2.0 THE FIJIAN EDUCATION COMMITTEE

2.1 The Fijian Education Committee (hereafter referred to as the “Committee”) is responsible for administering this scholarship scheme, in particular the awarding of scholarships. It is appointed by the Minister and consists of the Chairman who is the CEO for the Ministry and four other members.

2.2 The Committee:-

- (i) Selects applicants for interview;
- (ii) Conducts interviews for potential candidates;
- (iii) Selects candidates to be awarded scholarships;
- (iv) Determines the distribution of the scholarship funds
- (v) Monitors students performance;
- (vi) Provides advice and counselling, and
- (vii) Discusses and decides on other issues related to the scholarship scheme.

2.3 The Fijian Affairs Scholarship Unit (FASU) of the Ministry of Fijian Affairs provides secretariat support for both the Group and the Committee. The FASU also provides hands-on management of the Fijian Affairs Scholarship Scheme.

3.0 CRITERIA

3.1 Criteria for shortlisting applicants for interview:-

3.2 General Criteria

- 3.2.1 Applicants must be Fijians (registered in the Vola ni Kawa Bula (VKB) or Rotuman. (for scholarship purposes 'Rotuman' refers to an applicant of paternal lineage)
- 3.2.2 Applicants must be citizens of Fiji and neither they nor their immediate families should hold Permanent Residential status of another country.
- 3.2.3 Mature applicants (with no first degrees) should have at least 10 years relevant work experience. Preference will be given to those who have successfully undertaken some form of relevant tertiary studies.

- 3.2.4 Respective Chief Executive Officers or Heads of Departments should endorse civil servant applications.
- 3.2.5 Applicants who are **suspended** from an institution on disciplinary grounds would have their awards terminated for a period of up to 3 years. However, those who are **terminated** on disciplinary grounds will only be considered for a scholarship award after a period of 5 years from the date of termination.
- 3.2.6 Applications for non-advertised courses may only be considered for areas of study deemed critical.
- 3.2.7 Applicants must not hold another full scholarship during the period of Ministry of Fijian Affairs award.
- 3.2.8 Applicants who have been terminated from other scholarship awards may be considered provided they meet the criteria for re-entry.
- 3.2.9 Those intending to undertake Masters Studies must have achieved above average results (**B/B+ average or GPA of 3.0 or more**) in their undergraduate degree or Postgraduate Certificate or Diploma (s) and have at least three years satisfactory relevant work experience.
- 3.2.10 Those intending to undertake PhD studies must have achieved above average results (**B/B+ average or GPA of 3.0 or more**) in their Masters degree and have at least five years satisfactory relevant work experience.
- 3.2.11 Applicants who have previously been awarded Fijian Affairs scholarships for full-time/part time studies and have had their awards terminated for academic

reasons could have their awards restored after two semesters, provided there is evidence of studying with a 100% pass rate for the normal course load.

3.3 *Specifically for overseas awards in addition to General Criteria:-*

3.3.1 Pre-service applicants must have scored a minimum aggregate mark of 320/400 in the FSLC examination.

3.4 *Specifically for Local awards in addition to General Criteria:-*

3.4.1 Pre-service applicants must have scored a minimum aggregate mark of 260/400 marks in the FSLC Examination.

3.4.2 Mature applicants who had left secondary/tertiary school for some years and have no pre-requisite qualification such as diploma should have obtained, at their own expense, at least 4 degree units.

3.4.3 Pre-service applicants, who have just completed studies from FIT or other similar institutions, must have had at least 3 years of relevant work experience, not including periods of industrial attachments.

3.4.4 Those applying for an MBA scholarship must have already completed at least 4 Masters units at their own expense. For those who have not met the criteria of obtaining a GPA of 3.0 in the undergraduate programme, the GPA for the 4 units must be 3.0 or more to qualify for consideration.

- 3.5 In selecting candidates for awards the following are taken into account:
- 3.6 General Criteria:
- 3.6.1 Applicants must have satisfied the interview panel that they have or will have the minimum academic requirements for the course and that they have the ability to complete the course.
- 3.6.2 Awards will only be to recognised tertiary institutions for programmes of study leading to the award of a certificate, diploma or degree. Awards are not for attachments, attendance at workshops, seminar or other training.
- 3.6.3 In considering the award of scholarships, the Committee is mindful of Government's policy to provide equal opportunity for study to women.
- 3.6.4 On age limits, those pursuing two-year post-graduate degree, must be under 45 years of age; for a Ph.D applicant must be under 42 years and for a first degree applicants must not be more than 40 years of age. Variations may be considered.
- 3.6.5 The Committee in making awards to mature students will consider successful entrepreneurs, for areas such as small business development.
- 3.6.6 Applicants must show proof of placement.
- 3.6.7 Priority will be given to those that would acquire a first degree, especially qualifications in the technical and science areas.

- 3.6.8 Applicants must take up their awards in the calendar year for which the awards are offered.
- 3.6.9 Applicants with an immediate relative (parents, spouse, unmarried siblings or children) already in receipt of a full scholarship will not qualify for full awards locally or abroad. Consideration will however be given for assistance (tuition) in a local institution.
- 3.6.10 Pilot Training – In addition to assistance for local pilot training, assistance may be considered too for qualified pilots who are already in employment in a local airline, and who wish to upgrade their skills (and licences) in order to qualify to fly larger aircrafts.
- 3.7 *Specifically for overseas awards in addition to General Criteria:-*
- 3.7.1 The minimum marks for study overseas for a first degree should be an average of not less than 80% (minimum of 320/400) in the Form 7 examination or GPA 3.6 in the Foundation Programme or equivalent.
- 3.7.2 That the course applied for overseas is not available locally, or if available, has been advertised to be pursued overseas.
- 3.8 *Specifically for Local awards in addition to General Criteria:-*
- 3.8.1 Pre-service students applying for degree studies in a local institution, must have attained an average of not less than 65% or a minimum mark of 260/400 in Form 7.
- 3.8.2 USP Foundation students applying for degree studies in a local institution must pass a minimum of seven

(7) units in the Foundation programme, at least three of which must be obtained after the 1st semester of studies.

3.8.3 Awards for diplomas and certificates require an average of 60% (minimum of 210/400) or better in the FSLC Examination.

4.0 PURSUIT OF HIGHER LEARNING OPPORTUNITIES

4.1 Priority will be given to field of studies where there is a shortage of qualified Fijians. Emphasis has been given for post graduate studies in Commerce, Dentistry, Economics, Education, Engineering, Law, Medicine and Science.

4.2 The pursuit of multiple first and second degrees supported by MFA is not a priority, unless the nature of required expertise deems this absolutely essential.

4.3 Priority will be given to applicants who intend to pursue advertised programmes. It should be noted that a first qualification could either be achieved through a direct entry into the Bachelor's programme or, as in most of the highly technical and professional fields, of completing the pre-requisite diploma modules before entry into a degree mode.

5.0 PROVINCIAL DISTRIBUTION

5.1 The need to provide opportunities of higher learning on the basis of promoting equitable access to education pursuits amongst the Provinces, and in particular provinces which lag behind in education is also taken into account by the Committee. In such cases, awards may be given to applicants from a

priority province provided the applicant meets the minimum qualification requirement for the course. Similarly, the limit of one scholarship award per family required under paragraph 3.6.9 above do not apply to these provinces.

6.0 GUIDANCE IN MAINTENANCE OF AWARD

6.1 All sponsored students sent to the USP campus in Vanuatu will be required to live in the University hostel and will only be permitted to live out after their first year of study.

6.2 Full scholarships to FSM and FIT include funding for sponsorships, attachments and internships (for MBBS only).

6.3 All sponsored awardees undertaking tertiary studies for the first time at USP, should attend an orientation programme before enrolment. This is compulsory.

6.4 Academic Assessment

6.5 General policies:

6.5.1 Students must complete their programmes of study at the stipulated time. Failure to do so will result in the withdrawal of the full award.

6.5.2 Refer to section 6.9 in regards to conditions for extension of award.

6.5.3 A student put on academic suspension by his/her institution of study will also have his/her scholarship award suspended. The suspension of award will only be lifted if the institution lifts the academic suspension and the student meets all other

requirements of the maintenance of award stipulated by the Ministry of Fijian Affairs.

- 6.5.4 Sponsorship will only cover the number of courses that a student should pursue in order to complete a particular programme. The Ministry will not be responsible for any other course that a student takes that is outside the structure of the programme pursued. Sponsorship does not include repeat subjects which students are required to fund themselves.
- 6.5.5 Students studying on full-time basis must enrol for the full course load in a semester as assessment for the continuation of the award will be based on the units a student is required to complete in a semester.
- 6.5.6 Students must present their updated transcript at the beginning/end of each semester to allow the Scholarship Office to keep an accurate track of students' record and avoid loopholes of repeating courses being paid for by the Ministry.

6.6 *Policies specific to overseas awards:*

Assessment for continuation of award

- 6.6.1 Students studying in overseas institutions are assessed on an annual basis. Failure to pass 75% of one's programme in the first year will result in the termination of an award; for the second year onwards, the retention of an award will require a 100% pass rate. Consideration will be given to the retention of the award to those who do not meet this requirement but this will be in very exceptional circumstances only.

Assessment for determination of level of award

6.6.2 In addition to 6.6.1, it is also important to note that there are now three levels of awards. The level of award applied to a student would depend on the student's GPA/grades and would be administered as follows:

- i) **Full Award** - A total year's GPA of 3.0 or more (or B average or equivalent) – consists of payment of tuition, and other compulsory fees levied by the institution, living allowance – includes COLA and Excess Baggage - and air passage.
- ii) **Partial Award** - A total year's GPA of 2.5 to 2.99 (or C+ average or equivalent) – covers tuition fees, other compulsory fees levied by the institution, book allowance, return air passage and excess baggage.
- iii) **Tuition Award** - a total year's GPA of 2.0 to 2.49 (or C average or equivalent) – tuition only, Excess Baggage and return air passage.
- iv) awards for a total year's GPA of below 2.0 or average grades lower than C (or equivalent) would be terminated.

6.6.3 Because these requirements are complementary, it is highly recommended and advisable that students maintain a 100% pass in each year with the accompanying GPA or grade, to maintain the full award for those who are receiving that level of assistance as per i) above.

6.6.4 Awards for each year would be based on performance in the previous year and adjusted accordingly.

6.7 *Policies specific to local awards:*

Assessment for continuation of award

- 6.7.1 Students studying in local institutions are assessed on a semester basis. Failure to pass 50% of one's programme in the first semester will result in the termination of an award; for the second semester, the retention of an award will require a 75% pass rate, and thereafter a 100% pass rate would be necessary.

Assessment for determination of level of award

- 6.7.2 In addition to 6.7.1, it is also important to note that there are now three levels of awards. The level of award applied to a student would depend on the student's GPA/grades and would be administered as follows:

- i) **Full Award** - a total semester's GPA of 3.0 or more (or B average) –consists of payment of tuition, other compulsory fees levied by the university, pocket allowance, book allowance and accommodation. Excess baggage and air passage would be included for those studying in offshore USP campuses.
- ii) **Partial Award** - a total semester's GPA of 2.5 to 2.99 (or C+ average – covers tuition fees and book allowance only for Laucala campus students. Excess baggage and return airfare would be included for those studying in offshore USP campuses.
- iii) **Tuition Award** - a total semester's GPA of 2.0 to 2.49 (or C average) – tuition only for those studying at Laucala campus. Excess baggage and return airfare would be included for those studying in offshore USP campuses

iv) awards for a total semester's GPA of 2.0 and below would be terminated.

6.7.3 Because these requirements are complementary, it is highly recommended and advisable that students maintain a 100% pass in each semester with the accompanying GPA, to maintain the full award for those who are receiving that level of assistance as per i) above.

6.7.4 Awards for each semester would be based on performance at the previous semester and adjusted accordingly.

6.7.5 The exception would be those receiving tuition only, because one per family policy who should not expect an upgrading of the award but who should nevertheless maintain their grades in order to retain their awards.

6.8 Change of Programme/Majors

6.8.1 A student's request for a change of programme will only be considered if it is a field closely related to the award in which the student was originally given.

6.8.2 A student's request for a change of major will only be considered if it is within the same programme and the student is experiencing difficulties in passing the core units of the programme for which the award was originally given.

6.8.3 The consequences of requests for change of programme or major are the responsibility of students. Should his/her award require an extension due to the change, the student, and not the Ministry will bear all costs.

6.9 Extension of Award

Situations may arise where a student may request for an extension of award.

6.9.1 In such instances the following would be considered:

- Due to serious illness and certified by a medical practitioner.
- Due to death in the immediate family. This includes parents, spouse, sibling or child and must be supported by death certificate and evidence of relationship.
- Due to change of the availability of a unit or programme re-structure initiated by the institution.

6.9.2 The Committee reserves the right to extend or terminate the award if it deems it necessary to do so. The student's general conduct on campus, academic performance and any other report received from the Institution are taken into account when deciding on the extension or the termination of a scholarship.

6.9.3 Students studying abroad will only be sponsored for the programme that they were initially awarded for. No continuation of award will be offered for higher studies unless it is deemed by the Committee as necessary.

6.10 Deferral of Award

6.10.1 An award deferral of up to a maximum of one year may be considered due to:

- a medical condition certified by a medical practitioner that is affecting academic performance;
- pregnancy;

- hospitalisation for more than 3 weeks;
- mental depression certified by a recognised counsellor;
- endorsement of the institution to any of the above.

6.10.2 Other requests for deferrals for periods longer than 12 months will be considered on a case by case basis.

6.11 Termination of Award

General Policy

An award will be terminated if a student:-

6.11.1 Abandons studies without the approval of the Committee

6.11.2 Is suspended or terminated whether on academic, disciplinary or any other grounds decided by the University/Institution

6.11.3 Changes his/her programme/major(s) without the approval of the Committee

6.11.4 Is proven to have produced false information and documents in order to obtain or retain a scholarship award.

6.11.5 Is required to repeat one semester or whole years work.

Policy for Overseas students in addition to General Policy

6.11.6 Fails to pass, in the first year, 75% of the number of prescribed subject load with the accompanying grade as outlined in 6.6.

6.11.7 Fails to pass, in the second year and thereafter 100% of the number of prescribed subject load with the accompanying grade as outlined in 6.6.

Policy for Local Students in addition to General Policy

6.11.8 Fails to pass, in the first semester, 50% of the number of prescribed subject load with the accompanying grade as outlined in 6.7.

6.11.9 Fails to pass, in the second semester 75% of the number of prescribed subject load with the accompanying grade as outlined in 6.7.

6.11.10 Fails to pass, in the third semester and thereafter 100% of the number of prescribed subject load with the accompanying grade as outlined in 6.7.

6.12 Extra Tutoring

6.12.1 Additional tutoring is available to assist students who need to pass core courses of study and enable them to continue on an award.

6.12.2 To receive additional tutoring:

- Students must use resources already available before extra individual tutoring assistance is approved;
- Students must be committed to study;
- Tutoring is for the purpose of assisting students to pass courses which they may not otherwise pass or to improve their grades;
- Tutoring is provided because of difficulties in a subject rather than language and/or study skill problems.

6.12.3 Up to 30 hours of tutoring per year may be considered

6.13 Home Located Research

6.13.1 Home-located thesis research allows postgraduate students to conduct research under local conditions in Fiji. This research must be directly relevant to their study and must be supported by the student's supervisor.

6.13.1 There is provision for only one home located research during a student's award and consists of one return air passage.

6.14 Completion of Studies

6.14.1 On completion of studies, students studying abroad are required to return to Fiji within 2 weeks from the end of semester.

6.14.2 Remaining in the host country for a longer period would require prior approval from the Ministry.

6.15 Bond

6.15.1 A bond is a legal undertaking between the student and the Ministry of Fijian Affairs specifying the course, time and cost to undertake the programme. It requires the students to sign an undertaking to complete the course within the prescribed period, and to be employed in Fiji at the end of studies. Failure to fulfil the obligations specified in the bond will make the student liable for penalties imposed under the bond.

6.15.2 Students studying locally may be allowed to proceed for further studies within Fiji and would be required to serve their bond concurrently at the completion of their final studies provided.

6.15.3 The terms of the bond will be enforced if the student:-

- Abandons studies
- Is terminated from the scholarship scheme for academic or disciplinary reasons.
- Changes programme without prior approval of the Committee.
- Does not return to the country upon completion of studies.

6.16 Student Code of Conduct

6.16.1 The Ministry of Fijian Affairs (MFA) affirms that the central purpose of a scholarship is to assist a student in the pursuit of higher learning, the discovery of new knowledge through scholarly research, and the transmission of knowledge and learning to Fiji's development at large. This is dependent on maintaining an appropriate sense of order that allows a student to develop in an environment that is both safe and free of disruption. Your conduct should at all times be in line with and supportive of your institution's central purpose and core values, rules and regulations and the MFA scholarship policies.

6.16.2 By accepting the MFA scholarship, you have entered into a binding agreement that also regulates your conduct.

You will be required to:

- abide by the terms and conditions of the scholarship;
- abide by your institution's rules and regulations;
- refrain from behaviours that will bring disrepute to the MFA and all the values it

espouses, as stipulated in the Public Service Act 1999;

- abide by the Public Service Code of Conduct, as stipulated in the Public Service Act 1999, if you are a civil servant student;
- act in a manner that will not bring disrepute to you and your family; and,
- obey the laws of the country you are studying in.

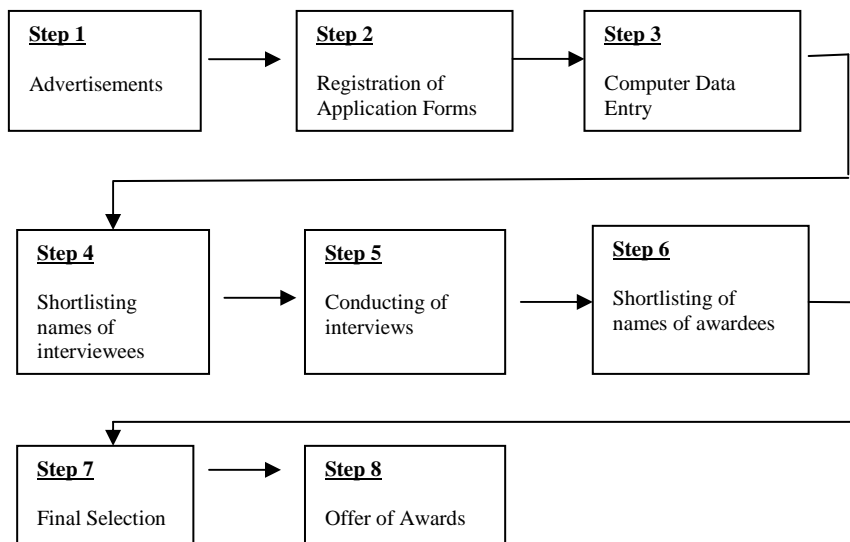
6.16.3 The MFA is dedicated and committed to a scholarship culture that upholds the highest standards of personal conduct and academic achievements. In addition, MFA has a zero tolerance level on behaviour that contravenes the above, both on and off campus.

6.16.4 Therefore, MFA reserves the right to terminate your scholarship if a report is received from your institution, or from a law enforcement agency in your country of study concerning a breach of regulations.

6.16.5 If you are a civil servant student, you will also be dealt with under the Public Service Act and Regulations 1999.

7.0 THE SCHOLARSHIP PROCESS

Fig 1: The Process



7.1 Explanation of The Process

7.1.1 Step 1 - Advertisements

Advertisements inviting applications for scholarships are published in the local newspapers. Advertisements for overseas awards are normally published in May/June and local awards in July/August each year. Application forms are available in all Seventh Form secondary schools, Provincial Offices, and District and Provincial Administration Offices. Advertisements and forms could also be downloaded from the Ministry's website – www.fijianaffairs.gov.fj Invitations for applications are normally open for one month only.

Application Forms - There are six types of application forms available:-

- i) **Form A:** Application for overseas studies,
- ii) **Form B:** Application for USP studies,
- iii) **Form C:** Application for studies at FIT,
- iv) **Form D:** Application for full-time USP Foundation programme and Form 7 Studies,
- v) **Form E:** Application for FSM studies, and
- vi) **Form F:** Application for studies in other institutions.

Examples of these forms are attached at appendices A, B, C, D, E & F. The application form must be treated as an important document and must be fully and correctly completed by the applicant. Other documents that should accompany an application form are:-

- i) one passport size photo,
- ii) certified copy of full extract of birth certificate,
- iii) certified copies of academic results

7.1.2 Step 2 – Registration of Application Forms

In this step the applications are received and registered.

7.1.3 Step 3 – Computer Data entry

In this process information from the application form is entered into the scholarship database. On completion of data entry the applications are vetted and divided into two categories – qualified and not qualified for interviews.

7.1.4 Step 4 - Shortlisting of names of interviewees

The Fijian Education Committee meets to select candidates for interviews.

7.1.5 Step 5 - Conducting of interviews

The interviews are held approximately one month after the close of the advertisements. In assessing candidates, a point rating of 1-10 is used to assess, amongst other things, the academic background of the applicant, capability of finishing the course, the relevance of the applicant's academic qualification to the course applied for and future career focus of the applicant. In order to facilitate interviews, the Committee may appoint sub-committees to conduct interviews in Suva, Lautoka and Labasa or other centres. The views of these sub-committees are binding on the Committee.

7.1.6 Step 6 - Shortlisting of names of awardees

The Committee meets to select names of awardees on completion of interviews. Factors that are taken into consideration in this process are; academic merit, the programme applied for, the relevance of the programme to the candidate's current and future work, the manpower needs at the organizational and national levels, recommendation from the employer, and availability of funds.

7.1.7 Step 7 – Final Selection

The final selection is made after the release of the National Form 7 Examinations and USP Foundation results.

7.1.8 Step 8 - Offer of Awards

Candidates offered awards should comply with the following:-

- Overseas awards – awardees must submit:

- 1) valid passports with 4 passport-sized photos,

- 2) confirmation of offer of place from institutions.
 - 3) signed Ministry of Fijian Affairs Offer of Award letters,
 - 4) completed bond forms,
 - 5) medical examinations and police clearance forms, and
 - 6) complete visa application forms.
- Local awards – awardees must submit confirmation of offer letters from the local institution, sign MFA Offer of Award letters and complete bond forms.

8.0 THE SCHOLARSHIP AWARD

8.1 Overseas awards are normally for institutions in either Australia and New Zealand. However, the Committee may consider sponsoring students to other countries.

8.2 All local awards are tenable at the University of the South Pacific, FSM and FIT including other recognised tertiary institutions and Form 7 programmes.

9.0 THE SCHOLARSHIP AWARD PACKAGE

9.1 Overseas Award

9.1.1 An overseas award is available in one of the 3 levels stated below and covers payments of:

Full Award

- i) Tuition fees and other compulsory fees,
- ii) Establishment Allowance (paid once only),
- iii) Living allowance (paid quarterly),
- iv) Excess baggage allowance (paid in the final year),

- v) Air passage (from Fiji to country of award in the first year and return in the final year),
- vi) COLA (paid to continuing students)

Partial Award

- i) Tuition fees and other compulsory fees,
- ii) Book Allowance
- iii) Excess baggage allowance (paid in the final year),
- iv) Air passage (from Fiji to country of award in the first year and return in the final year),

Tuition Award

- i) Tuition fees and other compulsory fees,
- ii) Excess baggage allowance (paid in the final year),
- iii) Air passage (from Fiji to country of award in the first year and return in the final year),

9.2 Local Awards

- 9.2.1 Payments of local awards towards USP scholarships can be one of the following:-

Laucala Campus

(a) Full Scholarship

- i) Tuition fees & other compulsory fees levied by the university,
- ii) Book allowance,
- iii) Accommodation (subject to availability of funds),
- iv) Pocket Allowance

(b) Partial Scholarship

- i) Tuition fees & other compulsory fees levied by the university,
- ii) Book allowance

(c) Tuition Only Scholarship

i) Tuition Only

Emalus Campus

(d) Full Scholarship

- i) Tuition fees & other compulsory fees levied by the university,
- ii) Book and Printing allowance,
- iii) Accommodation,
- iv) Pocket/Practical Allowance,
- v) Excess Baggage,
- vi) Return air passage

(e) Partial Scholarship

- i) Tuition fees & other compulsory fees levied by the university,
- ii) Book and Printing allowances,
- iii) Excess baggage allowance (for those initially sent to Vanuatu on full award),
- iv) Return air passage (for those initially sent to Vanuatu on full award)

(f) Tuition Only Scholarship

- i) Tuition fees,
- ii) Excess baggage allowance (for those initially sent to Vanuatu on full award),
- iii) Return air passage (for those initially sent to Vanuatu on full award)

Alafua Campus

(g) Full Scholarship

- i) Tuition fees & other compulsory fees levied by the University
- ii) Book/printing/photocopying allowance
- iii) Practical allowance

- iv) Accommodation
- v) Pocket Allowance
- vi) Excess Baggage
- vii) Return air passage

(h) Partial Scholarship

- i) Tuition fees & other compulsory fees levied by the university,
- ii) Book/printing/photocopying allowance,
- iii) Excess baggage allowance (for those initially sent to Western Samoa on full award),
- iv) Return air passage (for those initially sent to Western Samoa on full award)

(i) Tuition Only Scholarship

- i) Tuition fees
- ii) Excess baggage allowance (for those initially sent to Western Samoa on full award)
- iii) Return air passage (for those initially sent to Western Samoa on full award)

9.2.2 FIT Award:

- Full Award - consists of payment of tuition and all other compulsory fees levied by the institution, text books (subject to availability of funds).
- Partial Award - covers payment of Tuition and Trust fees and text books (subject to availability of funds).
- Tuition Award - payment of tuition fees only

- 9.2.3 Form 7 Award – Assistance is provided for payment of hostel and book deposit. These are paid directly to schools.
- 9.2.4 USP Foundation Award – Tuition fees paid directly to USP.
- 9.2.5 FSM Award:
- 9.2.5.1 Full Award - Tuition fees, accommodation (for MBBS students only), Equipment, FSMSA, pocket allowance, text books and electives.
- 9.2.5.2 Partial Award - covers tuition fees and textbooks only.
- 9.2.5.3 Tuition Award - tuition only
- 9.2.6 FNTC, NZPTC, APTECH, Labasa Nursing School, CCTC, Fulton College, and other local institutions – assistance towards tuition fees.

10.0 APPEALS

- 10.1 Appeals may be made by candidates aggrieved by decisions of the Committee in respect of the provision of awards or suspension or termination of existing awards.
- 10.2 In submitting an appeal, the candidate should note that:-
- (i) the appeal must be made for an advertised course.
 - (ii) the appeal must be made in writing and addressed to the Minister for Fijian Affairs,

- (iii) the appeal should be submitted two weeks after the decision of the Committee has been made and conveyed to the applicant.

10.3 The Minister's decision is final.

11.0 ADMINISTRATIVE SUPPORT SERVICES

11.1 The Fijian Affairs Scholarship Unit of the Ministry is the administrative arm of both the Group and Committee. One of its major roles is to ensure that decisions they make are implemented.

11.2 Other support services include student's counselling/Provision of Advice and providing secretarial support to the Mentoring and Monitoring Subcommittee (a subcommittee of the Fijian Education Committee set up to provide a mentoring and monitoring role for students initially at the Laucala Campus, USP)

Appendix A

**MINISTRY OF FIJIAN AFFAIRS, CULTURE AND
HERITAGE**

1 Knolly Street,
P O Box 2100,
Government Buildings
SUVA, Fiji,
Telephone: 3313400
extensions 122,132 or 194

This Form should be completed and sent to :

**The Manager,
Fijian Education Unit,
Ministry of Fijian Affairs, Culture &
Heritage
P O Box 2100,
Government Buildings
Suva.**

FORM A

**SCHOLARSHIP APPLICATION
FOR OVERSEAS STUDIES**

NAME: _____

FORM A – OVERSEAS SCHOLARSHIP

MINISTRY OF FIJIAN AFFAIRS, CULTURE & HERITAGE

**FORM OF APPLICATION FOR OVERSEAS SCHOLARSHIP
INSTRUCTIONS**

Each candidate is to complete this form to be written legibly in ink. The following documents **MUST** be submitted with this form:

- (i) Certified copies of the results of external examinations taken at Secondary or Tertiary level institutions.
- (ii) One certified copy only of your Birth Certificate (full extract) or Statutory Declaration confirming date of birth.
- (iii) A recent Passport size photograph stapled [**not glued**] to the space provided above.
- (iv) Completed Ministry of Fijian Affairs Scholarship Declaration

TYPE OF SCHOLARSHIP : Full Time Part Time
[Tick the appropriate box]

LEVEL OF PROGRAMME TO BE PURSUED [Tick the appropriate box]

Undergraduate PG Masters PhD

PROGRAMME APPLYING FOR AS ADVERTISED:

1st Choice- Programme _____ Major/s: _____
2nd Choice- Programme _____ Major/s: _____

Note : **INCOMPLETE** and **LATE** applications will **NOT** be considered.

1. Surname/Family Name

Other Names

(block letters)

2. Sex: _____ 3. Place of Birth _____

4. Date of Birth _____
Day / Month/Year

5 (a) Village _____(b) Mataqali _____

(c) Yavusa: _____ (d) Tikina _____

(e) Yasana: _____

6 (a) Marital Status _____ (b) If married, full name of

Spouse: _____

(c) Number of Children : ____ (d) Occupation of Spouse

7. Present Residential Address:

8. (a) Present Postal Address :

(b) Phone Number: _____ 9. (a) Name of Father:

_____ (b) Occupation: _____

(c) Home Address of Father:

10. **EDUCATION/TRAINING RECORD:** Complete the following for each year you attended Secondary School from Form 6.

(a)

FIJI SCHOOL LEAVING CERTIFICATE			FORM 7/FOUNDATION STUDIES			ANY OTHER QUALIFICATION & YEAR OBTAINED
School: _____			School : _____			
Subjects Taken	Results	Results	Subjects Taken	Results	Results	
Yr_____	Yr_____	Yr_____	Yr_____	Yr_____	Yr_____	

(b) Training Course (s) attended :

Course	Institution & Country	Duration [From-To]	Certificate Gained

(c) If you are attending or have attended a University Course other than the Foundation Year programme, please state the;

(i) Name of University: _____

(ii) Programme: _____

Year commenced: _____ Year completed: _____

(iii) Details of academic results:-

<u>Courses or Subjects taken</u>	Year	Grades obtained

[If the spaces in the above table are inadequate, attach a separate sheet]

11. WORK EXPERIENCE (for the past 10 years including year of application)

Employer	Post	Duration-Give Dates	
		From	To

12. Current Occupation _____

13. (a) If Civil Servant, date of joining the Service? _____

(b) Confirmed in appointment? Yes/No

14.(a) Have you previously been offered a scholarship ? _____

(b) If yes, Name of Scholarship Award?

(i) _____

(ii) _____

(iii) _____

(c) **Programme Pursued :**

(i) _____ Years: From ____ to ____

(ii) _____ Years : From ____ to ____

(iii) _____ Years : From ____ to ____

(d) **Name of Institution:**

(i) _____ Country: _____

(ii) _____ Country: _____

(iii) _____ Country: _____

15. Are you currently serving a bond? _____

16. Is there any other member of your immediate family currently a recipient of a Ministry of Fijian Affairs Scholarship? **Yes/No** (please circle appropriate answer)

If **Yes**, Please state course & institution: _____

17. Any other information, which you consider relevant to this application?

Applicants Signature

Date

Confidential: To be completed and sent by the Employer.

Employer's Assessment

18. (a) In your opinion, is the applicant academically capable of pursuing the Course?

[Yes/No] If "NO", Why?

(b) In which way would this Course satisfy your manpower need?

(c) In what way will this training assist the person in his career development?

(d) Would you recommend him for leave with salary/without salary for the duration of the Course?

19. (a) Name and Signature of Employer:

(Print name)

(Signature)

(Job Title)

(b) Address:

Phone Number : _____ Date _____

Employer / Company stamp

20. Additional Comments [If any]

Ministry of Fijian Affairs, Culture & Heritage Scholarship

DECLARATION

To be completed and signed by the applicant for a Ministry of Fijian Affairs funded scholarship for Overseas Studies.

I, _____ of _____

Do solemnly and sincerely declare that

1. The information provided by me in my scholarship application is accurate to the best of my knowledge and I acknowledge that the supply of incomplete or false information could result in the termination or withdrawal of the aforesaid scholarship.
2. I hereby authorize the Ministry of Fijian Affairs, hereinafter referred to as “Ministry”, or its agents, access to any information relevant to the granting and tenure of the scholarship.
3. If accepted for the Ministry Scholarship, I:
 - a. obey the laws of the host country and conduct myself accordingly
 - b. agree to undertake my approved course of study as per the terms of the scholarship
 - c. agree to achieve adequate progress in my studies in accordance with the standards set by the Ministry and the institution in which I would be enrolled
 - d. will assist with such evaluation of my scholarship as may be required
4. I accept that if I do not comply with any of the conditions of clause 3 above, that my scholarship may be terminated or withdrawn.
5. I undertake that on completion of the tenure of the scholarship I shall return to Fiji.
6. I make this solemn declaration conscientiously believing the same to be true by virtue of the Statutory Declarations Act 1970.

Declared at _____
This _____ day of
_____ 20____
before me and I certify that the
declaration was read over and
explained in the _____
language to the declarant who
appeared fully to understand the
meaning thereof.

}
.....
(Scholarship Applicant)

Full Name of Witness *

Signature: _____

Position/Occupation: _____

Date: _____

Full Address: _____

One of the following should witness this document: Justice of Peace, Public Officers of or above the level of Administrator Officer, Magistrate, Barrister and Solicitor, Minister of Religion, Education Officer, Member of Town or Provincial Council.

Appendix B

**MINISTRY OF FIJIAN AFFAIRS, CULTURE AND
HERITAGE**

1 Knolly Street,
P O Box 2100,
Government Buildings
SUVA, Fiji,
Telephone: 3313400
extensions 122,132 or 194

This Form should be completed and sent to :

**The Manager,
Fijian Education Unit,
Ministry of Fijian Affairs, Culture &
Heritage
P O Box 2100,
Government Buildings
Suva.**

FORM B

**SCHOLARSHIP APPLICATION
FOR UNIVERSITY OF THE SOUTH PACIFIC**

NAME: _____

MINISTRY OF FIJIAN AFFAIRS, CULTURE & HERITAGE

FORM OF APPLICATION FOR USP SCHOLARSHIP

INSTRUCTIONS

Each candidate is to complete this form to be written legibly in ink. The following documents **MUST** be submitted with this form:

- (i) Certified copies of the results of external examinations taken at Secondary or Tertiary level institutions.
- (ii) One certified copy only of your Birth Certificate (full extract) or Statutory Declaration confirming date of birth.
- (iii) A recent Passport size photograph stapled [**not glued**] to the space provided above.
- (iv) Completed Ministry of Fijian Affairs Scholarship Declaration

TYPE OF SCHOLARSHIP : Full Time Part Time
[Tick the appropriate box]

LEVEL OF PROGRAMME TO BE PURSUED [Tick the appropriate box]

Undergraduate PG Masters PhD

PROGRAMME APPLYING FOR AS ADVERTISED:

1st Choice- Programme _____ Major/s: _____

2nd Choice- Programme _____ Major/s: _____

Note : **INCOMPLETE** and **LATE** applications will **NOT** be considered.

1. Surname/Family Name _____

Other Names _____

(block letters)

2. Sex: _____ 3. Place of Birth _____

4. Date of Birth _____
Day / Month/Year

5 (a) Village _____ (b) Mataqali _____

(c) Yavusa: _____ (d) Tikina _____

(e) Yasana: _____

6 (a) Marital Status _____ (b) If married, full name of

Spouse: _____

(c) Number of Children : ____ (d) Occupation of Spouse

7. Present Residential Address:

8. (a) Present Postal Address :

(b) Phone Number: _____ 9. (a) Name of Father:

_____ (b) Occupation: _____

(c) Home Address of Father:

10. **EDUCATION/TRAINING RECORD:** Complete the following for each year you attended Secondary School from Form 6.

(a)

FIJI SCHOOL LEAVING CERTIFICATE			FORM 7/FOUNDATION STUDIES			ANY OTHER QUALIFICATION & YEAR OBTAINED
School: _____			School : _____			
Subjects Taken	Results	Results	Subjects Taken	Results	Results	
Yr_____	Yr_____	Yr_____	Yr_____	Yr_____	Yr_____	

(b) Training Course (s) attended :

Course	Institution & Country	Duration [From-To]	Certificate Gained

(c) If you are attending or have attended a University Course other than the Foundation Year programme, please state the;

(i) Name of University: _____

(ii) Programme: _____

Year commenced: _____ Year completed: _____

(iii) Details of academic results:-

<u>Courses or Subjects taken</u>	Year	Grades obtained

[If the spaces in the above table are inadequate, attach a separate sheet]

11. WORK EXPERIENCE (for the past 10 years including year of application)

Employer	Post	Duration-Give Dates	
		From	To

12. Current Occupation _____

13. (a) If Civil Servant, date of joining the Service? _____

(b) Confirmed in appointment? Yes/No

14.(a) Have you previously been offered a scholarship ? _____

(c) If yes, Name of Scholarship Award?

(i) _____

(ii) _____

(iii) _____

(c) Programme Pursued :

(i) _____ Years: From ____ to ____

(ii) _____ Years : From ____ to ____

(iii) _____ Years : From ____ to ____

(d) Name of Institution:

(i) _____ Country: _____

(ii) _____ Country: _____

(iii) _____ Country: _____

15. Are you currently serving a bond? _____

16. Is there any other member of your immediate family currently a recipient of a Ministry of Fijian Affairs Scholarship? **Yes/No** (please circle appropriate answer)

If **Yes**, Please state course & institution: _____

17. Any other information, which you consider relevant to this application?

Applicants Signature

Date

Confidential: To be completed and sent by the Employer.

Employer's Assessment

18. (a) In your opinion, is the applicant academically capable of pursuing the Course?

[Yes/No] If "NO", Why?

(b) In which way would this Course satisfy your manpower need?

(c) In what way will this training assist the person in his career development?

(d) Would you recommend him for leave with salary/without salary for the duration of the Course?

19. (a) Name and Signature of Employer:

(Print name)

(Signature)

(Job Title)

(b) Address:

Phone Number : _____ Date _____

Employer / Company stamp

20. Additional Comments [If any]

Ministry of Fijian Affairs, Culture & Heritage Scholarship

DECLARATION

To be completed and signed by the applicant for a Ministry of Fijian Affairs funded scholarship for local Studies.

I, _____ of _____

Do solemnly and sincerely declare that

1. The information provided by me in my scholarship application is accurate to the best of my knowledge and I acknowledge that the supply of incomplete or false information could result in the termination or withdrawal of the aforesaid scholarship.
2. I hereby authorize the Ministry of Fijian Affairs, hereinafter referred to as “Ministry”, or its agents, access to any information relevant to the granting and tenure of the scholarship.
3. If accepted for the Ministry Scholarship, I:
 - a) obey the laws of the host country and conduct myself accordingly
 - b) agree to undertake my approved course of study as per the terms of the scholarship
 - c) agree to achieve adequate progress in my studies in accordance with the standards set by the Ministry and the institution in which I would be enrolled
 - d) will assist with such evaluation of my scholarship as may be required
4. I accept that if I do not comply with any of the conditions of clause 3 above, that my scholarship may be terminated or withdrawn.
5. I undertake that on completion of the tenure of the scholarship I shall return to Fiji.
6. I make this solemn declaration conscientiously believing the same to be true by virtue of the Statutory Declarations Act 1970.

Declared at _____
This _____ day of
_____ 20____
before me and I certify that the
declaration was read over and
explained in the _____
language to the declarant who
appeared fully to understand the
meaning thereof.

.....
(Scholarship Applicant)

Full Name of Witness *

Signature: _____

Position/Occupation: _____

Date: _____

Full Address: _____

One of the following should witness this document: Justice of Peace, Public Officers of or above the level of Administrator Officer, Magistrate, Barrister and Solicitor, Minister of Religion, Education Officer, Member of Town or Provincial Council.

Appendix C

**MINISTRY OF FIJIAN AFFAIRS, CULTURE
AND HERITAGE**

1 Knolly Street,
P O Box 2100,
Government Buildings
SUVA, Fiji,
Telephone: 3313400
extensions 122,132 or 194

This Form should be completed and sent to :

**The Manager,
Fijian Education Unit,
Ministry of Fijian Affairs, Culture &
Heritage
P O Box 2100,
Government Buildings
Suva.**

FORM C

**SCHOLARSHIP APPLICATION
FOR FIJI INSTITUTE OF TECHNOLOGY**

NAME: _____

FORM C – FIT SCHOLARSHIP

MINISTRY OF FIJIAN AFFAIRS, CULTURE & HERITAGE

FORM OF APPLICATION FOR FIT SCHOLARSHIP

INSTRUCTIONS

Each candidate is to complete this form to be written legibly in ink. The following documents **MUST** be submitted with this form:

- (i) Certified copies of the results of external examinations taken at Secondary or Tertiary level institutions.
- (ii) One certified copy only of your Birth Certificate (full extract) or Statutory Declaration confirming date of birth.
- (iii) A recent Passport size photograph stapled [**not glued**] to the space provided above.
- (iv) Completed Ministry of Fijian Affairs Scholarship Declaration

TYPE OF SCHOLARSHIP : Full Time Part Time
[Tick the appropriate box]

LEVEL OF PROGRAMME TO BE PURSUED [Tick the appropriate box]

Undergraduate PG Masters PhD

PROGRAMME APPLYING FOR AS ADVERTISED:

1st Choice- Programme _____ Major/s: _____
2nd Choice- Programme _____ Major/s: _____

Note : **INCOMPLETE** and **LATE** applications will **NOT** be considered.

1. Surname/Family Name _____

Other Names _____

(block letters)

2. Sex: _____ 3. Place of Birth _____

4. Date of Birth _____
Day / Month/Year

5 (a) Village _____ (b) Mataqali _____

(c) Yavusa: _____ (d) Tikina _____

(e) Yasana: _____

6 (a) Marital Status _____ (b) If married, full name of

Spouse: _____

(c) Number of Children : ____ (d) Occupation of Spouse

7. Present Residential Address:

8. (a) Present Postal Address :

(b) Phone Number: _____ 9. (a) Name of Father:

_____ (b) Occupation: _____

(c) Home Address of Father:

10. **EDUCATION/TRAINING RECORD:** Complete the following for each year you attended Secondary School from Form 6.

(a)

FIJI SCHOOL LEAVING CERTIFICATE			FORM 7/FOUNDATION STUDIES			ANY OTHER QUALIFICATION & YEAR OBTAINED
School: _____			School : _____			
Subjects Taken	Results	Results	Subjects Taken	Results	Results	
Yr_____	Yr _____	Yr_____	Yr_____	Yr_____	Yr_____	

(b) Training Course (s) attended :

Course	Institution & Country	Duration [From-To]	Certificate Gained

(c) If you are attending or have attended a University Course other than the Foundation Year programme, please state the;

(i) Name of University: _____

(ii) Programme: _____

Year commenced: _____ Year completed: _____

(iii) Details of academic results:-

<u>Courses or Subjects taken</u>	Year	Grades obtained

[If the spaces in the above table are inadequate, attach a separate sheet]

11. WORK EXPERIENCE (for the past 10 years including year of application)

Employer	Post	Duration-Give Dates	
		From	To

12. Current Occupation _____

13. (a) If Civil Servant, date of joining the Service? _____

(b) Confirmed in appointment? Yes/No

14.(a) Have you previously been offered a scholarship ? _____

(d) If yes, Name of Scholarship Award?

(i) _____

(ii) _____

(iii) _____

(c) Programme Pursued :

(i) _____ Years: From ____ to ____

(ii) _____ Years : From ____ to ____

(iii) _____ Years : From ____ to ____

(d) Name of Institution:

(i) _____ Country: _____

(ii) _____ Country: _____

(iii) _____ Country: _____

15. Are you currently serving a bond? _____

16. Is there any other member of your immediate family currently a recipient of a Ministry of Fijian Affairs Scholarship? **Yes/No** (please circle appropriate answer)

If **Yes**, Please state course & institution: _____

17. Any other information, which you consider relevant to this application?

Applicants Signature

Date

Confidential: To be completed and sent by the Employer.

Employer's Assessment

18. (a) In your opinion, is the applicant academically capable of pursuing the Course?

[Yes/No] If "NO", Why?

(b) In which way would this Course satisfy your manpower need?

(c) In what way will this training assist the person in his career development?

(d) Would you recommend him for leave with salary/without salary for the duration of the Course?

19. (a) Name and Signature of Employer:

(Print name)

(Signature)

(Job Title)

(b) Address:

Phone Number : _____ Date _____

Employer / Company stamp

20. Additional Comments [If any]

Ministry of Fijian Affairs, Culture & Heritage Scholarship

DECLARATION

To be completed and signed by the applicant for a Ministry of Fijian Affairs funded scholarship for local Studies.

I, _____ of _____

Do solemnly and sincerely declare that

1. The information provided by me in my scholarship application is accurate to the best of my knowledge and I acknowledge that the supply of incomplete or false information could result in the termination or withdrawal of the aforesaid scholarship.
2. I hereby authorize the Ministry of Fijian Affairs, hereinafter referred to as “Ministry”, or its agents, access to any information relevant to the granting and tenure of the scholarship.
3. If accepted for the Ministry Scholarship, I:
 - a) obey the laws of the host country and conduct myself accordingly
 - b) agree to undertake my approved course of study as per the terms of the scholarship
 - c) agree to achieve adequate progress in my studies in accordance with the standards set by the Ministry and the institution in which I would be enrolled
 - d) will assist with such evaluation of my scholarship as may be required
4. I accept that if I do not comply with any of the conditions of clause 3 above, that my scholarship may be terminated or withdrawn.
5. I undertake that on completion of the tenure of the scholarship I shall return to Fiji.

6. I make this solemn declaration conscientiously believing the same to be true by virtue of the Statutory Declarations Act 1970.

Declared at _____
This _____ day of _____
_____ 20 _____
before me and I certify that the
declaration was read over and
explained in the _____
language to the declarant who
appeared fully to understand the
meaning thereof.

.....
(Scholarship Applicant)

Full Name of Witness *

Signature: _____

Position/Occupation: _____

Date: _____

Full Address: _____

One of the following should witness this document: Justice of Peace, Public Officers of or above the level of Administrator Officer, Magistrate, Barrister and Solicitor, Minister of Religion, Education Officer, Member of Town or Provincial Council.

Appendix D

**MINISTRY OF FIJIAN AFFAIRS, CULTURE AND
HERITAGE**

1 Knolly Street,
P O Box 2100,
Government Buildings
SUVA, Fiji,
Telephone: 3313400
extensions 122,132 or 194

This Form should be completed and sent to :

**The Manager,
Fijian Education Unit,
Ministry of Fijian Affairs, Culture &
Heritage
P O Box 2100,
Government Buildings
Suva.**

FORM D

**SCHOLARSHIP APPLICATION
FOR FOUNDATION & FORM 7 STUDIES**

NAME: _____

FORM D – FOUNDATION & FORM 7 SCHOLARSHIPS

MINISTRY OF FIJIAN AFFAIRS, CULTURE & HERITAGE

**FORM OF APPLICATION FOR FOUNDATION & FORM 7
SCHOLARSHIP**

INSTRUCTIONS

Each candidate is to complete this form to be written legibly in ink. The following documents **MUST** be submitted with this form:

- (i) Certified copies of the results of external examinations taken at Secondary or Tertiary level institutions.
- (ii) One certified copy only of your Birth Certificate (full extract) or Statutory Declaration confirming date of birth.
- (iii) A recent Passport size photograph stapled [**not glued**] to the space provided above.
- (iv) Completed Ministry of Fijian Affairs Scholarship Declaration

TYPE OF SCHOLARSHIP : Full Time Part Time
[Tick the appropriate box]

LEVEL OF PROGRAMME TO BE PURSUED [Tick the appropriate box]

Undergraduate PG Masters PhD

PROGRAMME APPLYING FOR AS ADVERTISED:

1st Choice- Programme _____ Major/s: _____
2nd Choice- Programme _____ Major/s: _____

Note : **INCOMPLETE** and **LATE** applications will **NOT** be considered.

1. Surname/Family Name _____

Other Names _____

(block letters)

2. Sex: _____ 3. Place of Birth _____

4. Date of Birth _____
Day / Month/Year

5 (a) Village _____ (b) Mataqali _____

(c) Yavusa: _____ (d) Tikina _____

(e) Yasana: _____

6 (a) Marital Status _____ (b) If married, full name of

Spouse: _____

(c) Number of Children : ____ (d) Occupation of Spouse

7. Present Residential Address:

8. (a) Present Postal Address :

(b) Phone Number: _____ 9. (a) Name of Father:

_____ (b) Occupation: _____

(c) Home Address of Father:

10. **EDUCATION/TRAINING RECORD:** Complete the following for each year you attended Secondary School from Form 6.

(a)

FIJI SCHOOL LEAVING CERTIFICATE			FORM 7/FOUNDATION STUDIES			ANY OTHER QUALIFICATION & YEAR OBTAINED
School: _____			School : _____			
Subjects Taken	Results	Results	Subjects Taken	Results	Results	
Yr_____	Yr_____	Yr_____	Yr_____	Yr_____	Yr_____	

(b) Training Course (s) attended :

Course	Institution & Country	Duration [From-To]	Certificate Gained

(c) If you are attending or have attended a University Course other than the Foundation Year programme, please state the;

(i) Name of University: _____

(ii) Programme: _____

Year commenced: _____ Year completed: _____

(iii) Details of academic results:-

<u>Courses or Subjects taken</u>	Year	Grades obtained

[If the spaces in the above table are inadequate, attach a separate sheet]

11. WORK EXPERIENCE (for the past 10 years including year of application)

Employer	Post	Duration-Give Dates	
		From	To

12. Current Occupation _____

13. (a) If Civil Servant, date of joining the Service? _____

(b) Confirmed in appointment? Yes/No

14.(a) Have you previously been offered a scholarship ? _____

(e) If yes, Name of Scholarship Award?

(i) _____

(ii) _____

(iii) _____

(c) Programme Pursued :

(i) _____ Years: From ____ to ____

(ii) _____ Years : From ____ to ____

(iii) _____ Years : From ____ to ____

(d) Name of Institution:

(i) _____ Country: _____

(ii) _____ Country: _____

(iii) _____ Country: _____

15. Are you currently serving a bond? _____

16. Is there any other member of your immediate family currently a recipient of a Ministry of Fijian Affairs Scholarship? **Yes/No** (please circle appropriate answer)

If **Yes**, Please state course & institution: _____

17. Any other information, which you consider relevant to this application?

Applicants Signature

Date

Confidential: To be completed and sent by the Employer.

Employer's Assessment

18. (a) In your opinion, is the applicant academically capable of pursuing the Course?

[Yes/No] If "NO", Why?

(b) In which way would this Course satisfy your manpower need?

(c) In what way will this training assist the person in his career development?

(d) Would you recommend him for leave with salary/without salary for the duration of the Course?

19. (a) Name and Signature of Employer:

(Print name)

(Signature)

(Job Title)

(b) Address:

Phone Number : _____ Date _____

Employer / Company stamp

20. Additional Comments [If any]

Ministry of Fijian Affairs, Culture & Heritage Scholarship

DECLARATION

To be completed and signed by the applicant for a Ministry of Fijian Affairs funded scholarship for local Studies.

I, _____ of _____

Do solemnly and sincerely declare that:

1. The information provided by me in my scholarship application is accurate to the best of my knowledge and I acknowledge that the supply of incomplete or false information could result in the termination or withdrawal of the aforesaid scholarship.
2. I hereby authorize the Ministry of Fijian Affairs, hereinafter referred to as “Ministry”, or its agents, access to any information relevant to the granting and tenure of the scholarship.
3. If accepted for the Ministry Scholarship, I:
 - a) obey the laws of the host country and conduct myself accordingly
 - b) agree to undertake my approved course of study as per the terms of the scholarship
 - c) agree to achieve adequate progress in my studies in accordance with the standards set by the Ministry and the institution in which I would be enrolled
 - d) will assist with such evaluation of my scholarship as may be required
4. I accept that if I do not comply with any of the conditions of clause 3 above, that my scholarship may be terminated or withdrawn.
5. I undertake that on completion of the tenure of the scholarship I shall return to Fiji.
6. I make this solemn declaration conscientiously believing the same to be true by virtue of the Statutory Declarations Act 1970.

Declared at _____
This _____ day of
_____ 20____
before me and I certify that the
declaration was read over and
explained in the _____
language to the declarant who
appeared fully to understand the
meaning thereof.



.....
(Scholarship Applicant)

Full Name of Witness *

Signature: _____

Position/Occupation: _____

Date: _____

Full Address: _____

One of the following should witness this document: Justice of Peace, Public Officers of or above the level of Administrator Officer, Magistrate, Barrister and Solicitor, Minister of Religion, Education Officer, Member of Town or Provincial Council.

Appendix E

**MINISTRY OF FIJIAN AFFAIRS, CULTURE AND
HERITAGE**

1 Knolly Street,
P O Box 2100,
Government Buildings
SUVA, Fiji,
Telephone: 3313400
extensions 122,132 or 194

This Form should be completed and sent to :

**The Manager,
Fijian Education Unit,
Ministry of Fijian Affairs, Culture &
Heritage
P O Box 2100,
Government Buildings
Suva.**

FORM E

**SCHOLARSHIP APPLICATION
FOR FIJI SCHOOL OF MEDICINE STUDIES**

NAME: _____

FORM E – FSM SCHOLARSHIP

MINISTRY OF FIJIAN AFFAIRS, CULTURE & HERITAGE

**FORM OF APPLICATION FOR FSM SCHOLARSHIP
INSTRUCTIONS**

Each candidate is to complete this form to be written legibly in ink. The following documents **MUST** be submitted with this form:

- (i) Certified copies of the results of external examinations taken at Secondary or Tertiary level institutions.
- (ii) One certified copy only of your Birth Certificate (full extract) or Statutory Declaration confirming date of birth.
- (iii) A recent Passport size photograph stapled [**not glued**] to the space provided above.
- (iv) Completed Ministry of Fijian Affairs Scholarship Declaration

TYPE OF SCHOLARSHIP : Full Time Part Time
[Tick the appropriate box]

LEVEL OF PROGRAMME TO BE PURSUED [Tick the appropriate box]

Undergraduate PG Masters PhD

PROGRAMME APPLYING FOR AS ADVERTISED:

1st Choice- Programme _____ Major/s: _____

2nd Choice- Programme _____ Major/s: _____

Note : **INCOMPLETE** and **LATE** applications will **NOT** be considered.

1. Surname/Family Name _____

Other Names _____

(block letters)

2. Sex: _____ 3. Place of Birth _____

4. Date of Birth _____
Day / Month/Year

5 (a) Village _____ (b) Mataqali _____

(c) Yavusa: _____ (d) Tikina _____

(e) Yasana: _____

6 (a) Marital Status _____ (b) If married, full name of

Spouse: _____

(c) Number of Children : ____ (d) Occupation of Spouse

7. Present Residential Address:

8. (a) Present Postal Address :

(b) Phone Number: _____ 9. (a) Name of Father:

_____ (b) Occupation: _____

(c) Home Address of Father:

10. **EDUCATION/TRAINING RECORD:** Complete the following for each year you attended Secondary School from Form 6.

(a)

FIJI SCHOOL LEAVING CERTIFICATE			FORM 7/FOUNDATION STUDIES			ANY OTHER QUALIFICATION & YEAR OBTAINED
School: _____			School : _____			
Subjects Taken	Results	Results	Subjects Taken	Results	Results	
Yr_____	Yr _____	Yr_____	Yr_____	Yr_____	Yr_____	

(b) Training Course (s) attended :

Course	Institution & Country	Duration [From-To]	Certificate Gained

(c) If you are attending or have attended a University Course other than the Foundation Year programme, please state the;

(i) Name of University: _____

(ii) Programme: _____

Year commenced: _____ Year completed: _____

(iii) Details of academic results:-

<u>Courses or Subjects taken</u>	Year	Grades obtained

[If the spaces in the above table are inadequate, attach a separate sheet]

11. WORK EXPERIENCE (for the past 10 years including year of application)

Employer	Post	Duration-Give Dates	
		From	To

12. Current Occupation _____

13. (a) If Civil Servant, date of joining the Service? _____

(b) Confirmed in appointment? Yes/No

14.(a) Have you previously been offered a scholarship ? _____

(f) If yes, Name of Scholarship Award?

(i) _____

(ii) _____

(iii) _____

(c) Programme Pursued :

(i) _____ Years: From ____ to ____

(ii) _____ Years : From ____ to ____

(iii) _____ Years : From ____ to ____

(d) Name of Institution:

(i) _____ Country: _____

(ii) _____ Country: _____

(iii) _____ Country: _____

15. Are you currently serving a bond? _____

16. Is there any other member of your immediate family currently a recipient of a Ministry of Fijian Affairs Scholarship? **Yes/No** (please circle appropriate answer)

If **Yes**, Please state course & institution: _____

17. Any other information, which you consider relevant to this application?

Applicants Signature

Date

Confidential: To be completed and sent by the Employer.

Employer's Assessment

18. (a) In your opinion, is the applicant academically capable of pursuing the Course?

[Yes/No] If "NO", Why?

(b) In which way would this Course satisfy your manpower need?

(c) In what way will this training assist the person in his career development?

(d) Would you recommend him for leave with salary/without salary for the duration of the Course?

19. (a) Name and Signature of Employer:

(Print name)

(Signature)

(Job Title)

(b) Address:

Phone Number : _____ Date _____

Employer / Company stamp

20. Additional Comments [If any]

Ministry of Fijian Affairs, Culture & Heritage Scholarship

DECLARATION

To be completed and signed by the applicant for a Ministry of Fijian Affairs funded scholarship for local Studies.

I, _____ of _____

Do solemnly and sincerely declare that

1. The information provided by me in my scholarship application is accurate to the best of my knowledge and I acknowledge that the supply of incomplete or false information could result in the termination or withdrawal of the aforesaid scholarship.
2. I hereby authorize the Ministry of Fijian Affairs, hereinafter referred to as “Ministry”, or its agents, access to any information relevant to the granting and tenure of the scholarship.
3. If accepted for the Ministry Scholarship, I:
 - a) obey the laws of the host country and conduct myself accordingly
 - b) agree to undertake my approved course of study as per the terms of the scholarship
 - c) agree to achieve adequate progress in my studies in accordance with the standards set by the Ministry and the institution in which I would be enrolled
 - d) will assist with such evaluation of my scholarship as may be required
4. I accept that if I do not comply with any of the conditions of clause 3 above, that my scholarship may be terminated or withdrawn.
5. I undertake that on completion of the tenure of the scholarship I shall return to Fiji.
6. I make this solemn declaration conscientiously believing the same to be true by virtue of the Statutory Declarations Act 1970.

Declared at _____
This _____ day of
_____ 20____
before me and I certify that the
declaration was read over and
explained in the _____
language to the declarant who
appeared fully to understand the
meaning thereof.

}
.....
(Scholarship Applicant)

Full Name of Witness *

Signature: _____

Position/Occupation: _____

Date: _____

Full Address: _____

One of the following should witness this document: Justice of Peace, Public Officers of or above the level of Administrator Officer, Magistrate, Barrister and Solicitor, Minister of Religion, Education Officer, Member of Town or Provincial Council.

Appendix F

**MINISTRY OF FIJIAN AFFAIRS, CULTURE AND
HERITAGE**

1 Knolly Street,
P O Box 2100,
Government Buildings
SUVA, Fiji,
Telephone: 3313400
extensions 122,132 or 194

This Form should be completed and sent to :

**The Manager,
Fijian Education Unit,
Ministry of Fijian Affairs, Culture &
Heritage
P O Box 2100,
Government Buildings
Suva.**

FORM F

**SCHOLARSHIP APPLICATION
FOR COURSES AVAILABLE IN OTHER LOCAL
INSTITUTIONS APART FROM USP, FIT, FORM 7 &
AUGUMENTED FOUNDATION**

NAME: _____

MINISTRY OF FIJIAN AFFAIRS, CULTURE & HERITAGE

FORM OF APPLICATION FOR OTHER SCHOLARSHIPS

INSTRUCTIONS

Each candidate is to complete this form to be written legibly in ink. The following documents **MUST** be submitted with this form:

- (i) Certified copies of the results of external examinations taken at Secondary or Tertiary level institutions.
- (ii) One certified copy only of your Birth Certificate (full extract) or Statutory Declaration confirming date of birth.
- (iii) A recent Passport size photograph stapled [**not glued**] to the space provided above.
- (iv) Completed Ministry of Fijian Affairs Scholarship Declaration

TYPE OF SCHOLARSHIP : Full Time Part Time
[Tick the appropriate box]

LEVEL OF PROGRAMME TO BE PURSUED [Tick the appropriate box]

Undergraduate PG Masters PhD

PROGRAMME APPLYING FOR AS ADVERTISED:

1st Choice- Programme _____ Major/s: _____
2nd Choice- Programme _____ Major/s: _____

Note : **INCOMPLETE** and **LATE** applications will **NOT** be considered.

1. Surname/Family Name _____

Other Names _____

(block letters)

2. Sex: _____ 3. Place of Birth _____

4. Date of Birth _____
Day / Month/Year

5 (a) Village _____ (b) Mataqali _____

(c) Yavusa: _____ (d) Tikina _____

(e) Yasana: _____

6 (a) Marital Status _____ (b) If married, full name of

Spouse: _____

(c) Number of Children : ____ (d) Occupation of Spouse

7. Present Residential Address:

8. (a) Present Postal Address :

(b) Phone Number: _____ 9. (a) Name of Father:

_____ (b) Occupation: _____

(c) Home Address of Father:

10. **EDUCATION/TRAINING RECORD:** Complete the following for each year you attended Secondary School from Form 6.

(a)

FIJI SCHOOL LEAVING CERTIFICATE			FORM 7/FOUNDATION STUDIES			ANY OTHER QUALIFICATION & YEAR OBTAINED
School: _____			School : _____			
Subjects Taken	Results	Results	Subjects Taken	Results	Results	
Yr_____	Yr_____	Yr_____	Yr_____	Yr_____	Yr_____	

(b) Training Course (s) attended :

Course	Institution & Country	Duration [From-To]	Certificate Gained

(c) If you are attending or have attended a University Course other than the Foundation Year programme, please state the;

(i) Name of University: _____

(ii) Programme: _____

Year commenced: _____ Year completed: _____

(iii) Details of academic results:-

<u>Courses or Subjects taken</u>	Year	Grades obtained

[If the spaces in the above table are inadequate, attach a separate sheet]

11. WORK EXPERIENCE (for the past 10 years including year of application)

Employer	Post	Duration-Give Dates	
		From	To

12. Current Occupation _____

13. (a) If Civil Servant, date of joining the Service? _____

(b) Confirmed in appointment? Yes/No

14.(a) Have you previously been offered a scholarship ? _____

(g) If yes, Name of Scholarship Award?

(i) _____

(ii) _____

(iii) _____

(c) Programme Pursued :

(i) _____ Years: From ____ to ____

(ii) _____ Years : From ____ to ____

(iii) _____ Years : From ____ to ____

(d) Name of Institution:

(i) _____ Country: _____

(ii) _____ Country: _____

(iii) _____ Country: _____

15. Are you currently serving a bond? _____

16. Is there any other member of your immediate family currently a recipient of a Ministry of Fijian Affairs Scholarship? **Yes/No** (please circle appropriate answer)

If **Yes**, Please state course & institution: _____

17. Any other information, which you consider relevant to this application?

Applicants Signature

Date

Confidential: To be completed and sent by the Employer.

Employer's Assessment

18. (a) In your opinion, is the applicant academically capable of pursuing the Course?

[Yes/No] If "NO", Why?

(b) In which way would this Course satisfy your manpower need?

(c) In what way will this training assist the person in his career development?

(d) Would you recommend him for leave with salary/without salary for the duration of the Course?

19. (a) Name and Signature of Employer:

(Print name)

(Signature)

(Job Title)

(b) Address:

Phone Number : _____ Date _____

Employer / Company stamp

20. Additional Comments [If any]

Ministry of Fijian Affairs, Culture & Heritage Scholarship

DECLARATION

To be completed and signed by the applicant for a Ministry of Fijian Affairs funded scholarship for local Studies.

I, _____ of _____

Do solemnly and sincerely declare that

1. The information provided by me in my scholarship application is accurate to the best of my knowledge and I acknowledge that the supply of incomplete or false information could result in the termination or withdrawal of the aforesaid scholarship.
2. I hereby authorize the Ministry of Fijian Affairs, hereinafter referred to as “Ministry”, or its agents, access to any information relevant to the granting and tenure of the scholarship.
3. If accepted for the Ministry Scholarship, I:
 - a) obey the laws of the host country and conduct myself accordingly
 - b) agree to undertake my approved course of study as per the terms of the scholarship
 - c) agree to achieve adequate progress in my studies in accordance with the standards set by the Ministry and the institution in which I would be enrolled
 - d) will assist with such evaluation of my scholarship as may be required
4. I accept that if I do not comply with any of the conditions of clause 3 above, that my scholarship may be terminated or withdrawn.
5. I undertake that on completion of the tenure of the scholarship I shall return to Fiji.

6. I make this solemn declaration conscientiously believing the same to be true by virtue of the Statutory Declarations Act 1970.

Declared at _____
This _____ day of _____
_____ 20____
before me and I certify that the
declaration was read over and
explained in the _____
language to the declarant who
appeared fully to understand the
meaning thereof.

.....
(Scholarship Applicant)

Full Name of Witness *

Signature: _____

Position/Occupation: _____

Date: _____

Full Address: _____

One of the following should witness this document: Justice of Peace, Public Officers of or above the level of Administrator Officer, Magistrate, Barrister and Solicitor, Minister of Religion, Education Officer, Member of Town or Provincial Council.

