



GUIDELINES TO APPLICANTS

MSA POSTGRADUATE SCHOLARSHIP IN OCCUPATIONAL HYGIENE

This award provides financial support to the successful applicant for his/her participation in a postgraduate training course, with a substantial occupational hygiene component, which is conducted in Australia.

The support provided is not unlimited and the successful applicant may need to supplement it to meet the costs associated with the chosen course. Details of the level of support currently provided by the sponsor are available from the Administrator of AIOH.

Only financial members of the AIOH shall be eligible for the scholarship. Employees of MSA (Aust.) Pty. Limited and their families are ineligible. Members of the current AIOH Council and Awards and Sponsorship Committee are not eligible.

Applications must be made using the Application Form available on the AIOH web site (www.aioh.org.au) under the Members Area.

In your application you will be asked to supply:

- your personal details
- details of your academic qualifications and of training courses attended (please supply copies of certificates and academic transcripts)
- details of the proposed course of study (including its duration, cost of the course, travel, books, living away expenses etc ...) and an indication as to whether you have made enquiries with the academic institution about being accepted into the course
- details of your employment and work experience, from present day to earlier times (please supplement the title of each position with a brief description of its associated duties and responsibilities ... use an attachment, if necessary)
- examples of your work in the form of one or two written reports, with confidential details, such as names of companies and employees blacked out.
- The professional benefits you expect to obtain from completing the course
- the names and 'phone numbers of two professionals, preferably occupational hygienists, who will support your application.
- You will be asked to read and accept with your signature the terms of the Award.



RESPONSIBILITIES OF THE RECIPIENT OF THE AWARD

The recipient of the award must comply with the following :

- arrange entry to the approved course of study
- provide the Awards and Sponsorship Committee (via its Chairman or AIOH Administrator) with six-monthly progress reports (or report completion of the course if it is of less than 6 months' duration)
- immediately notify the Committee if suspension of studies occurs or is contemplated
- immediately notify the Committee of any changes affecting the funding arrangements between the sponsor and recipient, including the receipt of funding from other sources
- notify the Committee when the approved course of study has been completed and furnish it with a copy of any thesis associated with the course
- in all activities associated with the course, conduct himself/herself in a manner befitting a professional occupational hygienist
- submit to the Administrator all claims for reimbursement of expenditure, with appropriate receipts, for approval by AIOH.

Please feel free to contact the members of the Awards and Sponsorship Committee to clarify any of the above points or to seek information when making your application.

The Awards and Sponsorship Committee around September/October each year considers each application for the Award and ranks them according to the above merits. It then makes its recommendation to Council.

The AIOH reserves the right to withhold the scholarship if, in the opinion of the AIOH Council, none of the applicants meet the required standards.