Leadership Fellowship Conditions

# Abbreviations

All references to:

“Fellowship Conditions” means these conditions of nomination for the applicable Leadership Fellowship

“the department” in these conditions means the NSW Department of Education

“DFAT” means the Department for Foreign Affairs and Trading

“the designated authority” means the provider of the Fellowship funds (generally, the NSW Department of Education)

“the Minister” means the New South Wales Government Minister for Education

“the program” means the Leadership Fellowship program

“the Fellowship” means the applicable Leadership Fellowship

“the state panel” means the State Leadership Fellowship Selection Panel

“the State” means the Crown in right of the State of New South Wales, whether acting through the Department of Education or otherwise

“you” or “your” means the applicant for the Leadership Fellowship

“your proposal” means the research study proposal you have submitted with Your Application for the Leadership Fellowship

## Application Process

### Applications

The 2019-20 Leadership Fellowship Application process will have two parts. Part 1 must be completed by 6 December 2019. The State Leadership Fellowship Selection Panel will then review applications, provide feedback and select applicants to continue to Part 2, which must be completed by 13 February 2020. Both application parts must be submitted electronically via the link provided on <https://education.nsw.gov.au/teaching-and-learning/professional-learning/leadership/leadership-fellowships>

#### Joint Applications

Where two or more principals are applying for the joint award of a Leadership Fellowship, each principal must submit a separate application form. Each may include the same proposed research study, but the nature of the joint application must be clearly indicated.

##### Refused Applications

If your application is received after the closing date or does not meet the requirements set out in these conditions, the selection panel may choose not to consider your application.

### Applications are not returned

Your application will not be returned and will become the property of the department.

#### Application cost

You must meet all your costs associated with applying for the Fellowship.

##### Fellowship on offer

The department may award up to four prestigious state Fellowships. The department may cancel any of the Fellowships on offer, whether or not advertised, or change the advertised value. You will be advised of any cancellation or variation and where the advertised value of a Fellowship has been varied you will be asked if you wish to continue with your application.

### Eligibility criteria

To be eligible for a Fellowship you must be a substantive principal of a NSW government school at the time of application and during the period of the Fellowship, an Australian citizen or permanent resident and a permanent member of the NSW Education Teaching Service. If successful, you must remain as an employee of the department for two years after completing the Fellowship.

#### No minimum years eligibility criteria

There is no minimum requirement concerning age or years of experience as a principal.

##### Other fellowships, scholarships, grants or bursaries

If you currently hold any other fellowship, scholarship, grant or bursary, whether funded by the department or any external individual or organisation, you are not eligible for the award of a Leadership Fellowship.

### Past recipients

Applications from past recipients of a Frank Farrell Award, or other Leadership Fellowship Awards will not be considered unless the application is from a joint recipient of a Leadership Fellowship 2003.

#### Joint Applications

One prestigious State Leadership Fellowship – Frank Farrell Award, may be awarded for an outstanding application from a primary school principal. The late Frank Farrell was a highly regarded principal and President of the NSW Primary Principals' Association during its foundation years.

##### State Leadership Fellowship -Frank Farrell Award

If your application is received after the closing date or does not meet the requirements set out in these conditions, the selection panel may choose not to consider your application. One prestigious State Leadership Fellowship – Frank Farrell Award, may be awarded for an outstanding application from a primary school principal. The late Frank Farrell was a highly regarded principal and President of the NSW Primary Principals' Association during its foundation years.

##### State Leadership Fellowship -Florence Ramstead Award

One prestigious State Leadership Fellowship – Florence Ramstead Award, may be awarded for an outstanding application from a primary school principal. Florence Ramstead was a highly regarded principal during the 1980s.

#### State Leadership Fellowship – Jim Harkin Award:

#### One prestigious State Leadership Fellowship – Jim Harkin Award may be awarded for an outstanding application from a central or secondary school principal. Jim Harkin was a highly regarded principal and President of the NSW Secondary Principals’ Council.

#### State Leadership Fellowship – Mary Armstrong Award:

#### One prestigious State Leadership Fellowship – Mary Armstrong Award may be awarded for an outstanding application from a central or secondary school principal. Mary Armstrong was a highly regarded principal and President of the NSW Secondary Principals’ Council.

#### Place and duration of study:

#### The Fellowships are for overseas study (or studies within Australia where designated). Fellowship recipients are entitled to up to ten (10) days special leave. School holidays can be used in association with the special leave. The proposed research study must be completed within twelve (12) months of the announcement of the Leadership Fellowships by the Minister. In special cases, extensions of time may be granted upon written request to the Director, Leadership Pathways, in Leadership & High Performance.

#### Leave:

#### Recipients of the four (4) prestigious State Awards can apply for up to a maximum of ten (10) days special leave. The Fellowship can be taken immediately before or after a school holiday, but other leave, for example long service leave, cannot be included in the Fellowship. If a Fellowship is to be shared by joint recipients, the special leave is shared between the recipients. The required leave must be specified in your final application. You must apply for special leave through your line manager.

#### Relief funds:

#### Funds for ten (10) days relief will be provided to your school by Leadership & High Performance.

#### Proposed study:

#### Your research study may be conducted in Australia and/or overseas.

#### Overseas research study:

#### If you are applying for an overseas research study, you must be eligible to travel to the country or countries specified in your application. Applications will not be considered for research in any country or countries in relation to which the Department of Foreign Affairs and Trade has advised against all travel or non-essential travel.

#### Ministerial approval to travel overseas:

#### Applicants require approval from the Minister to travel overseas. Ministerial approval to travel will be requested on behalf of applicants by Leadership & High Performance. The department cannot give assurance that Ministerial approval will be granted. You must agree to be bound by any conditions attached to Ministerial approval. If approval is not granted, you will not be eligible for the award of a Fellowship.

#### Budgets:

#### Your application form must include a budget estimating the cost of the study and the proposed use of the Fellowship funds. Only reasonable costs associated with the study should be budgeted for, including the cost of one return economy airfare, or one round the world economy fare or specified economy air travel within Australia. Fellowship funds must not be used for the purchase of equipment, such as computers, cameras, video or DVD equipment, tape recorders, mobile telephones, materials, supplies and costs associated with a spouse, partner or family member.

#### Referees:

#### You must provide the name and contact details of two referees who are able to comment directly on your suitability for a Leadership Fellowship, and affirm that you would be a good ambassador for the Minister and the department. One referee must be your supervisor. This is usually the Director, Educational Leadership or a State Office Director. The other referee may be a parent, a community member or another education professional. It is your responsibility to ensure that each referee submits a referee report electronically via the same link as for your application, found on https://education.nsw.gov.au/teaching-and-learning/professional-learning/leadership/leadership-fellowships

#### Referee checks:

#### By lodging an application, you hereby consent for referee checks to be conducted and for the personal information provided in your application to be used and disclosed to relevant third parties in order to check the accuracy of the information provided and to determine your suitability for the Fellowship. Referees may be contacted by the panel.

#### Probity checks: Nomination for award of Fellowships:

#### By lodging an application, you hereby consent to probity checks being conducted through appropriate department directorates. Applicants who fail to satisfy all probity checks or fail to meet all service and standing requirements will not be awarded a Fellowship.

#### Nomination for award of Fellowships:

#### The department is responsible for the composition of selection panels. The composition of State Leadership Fellowship Selection Panel may change from time to time with no notice to applicants. The panels will assess the applications on their merit according to the criteria specified in the application information on the application form and then make a recommendation for the award of the Fellowships.

#### Award of Fellowship

#### Payment of Fellowship:

#### Payment of the Fellowships is at the discretion of the department. The successful applicants will apply for a vendor code (if they do not already have one) and payment will be made into a nominated account.

#### Payment may be withheld until confirmation is received that you have finalised your itinerary, and have secured any necessary consents and approvals to conduct the proposed research study.

#### Fellowship amount:

#### The Fellowship value at the time of payment may be different to the amount advertised. You will be given prior notice of any variation and the opportunity to consider if you wish to accept the varied amount of your proposal on these conditions. You must confirm your acceptance of the varied Fellowship amount before payment. All Fellowships are in Australian dollars.

#### Expenditure of Fellowship funds:

#### The Fellowship funds must be used only for the purposes outlined and budgeted for in your proposal. You are responsible for all expenses additional to the Fellowship funds provided.

#### Summary of expenses and receipts:

#### You must keep receipts for all expenses in excess of (AUD) $50.00. A copy of the receipts together with a summary of expenses must be provided to Leadership & High Performance within twenty eight (28) days of completing the Fellowship research study.

#### Tax:

#### The department cannot give you advice on any tax consequences of receipt of Fellowship funds. You may wish to seek your own advice.

#### No deferral:

#### Unless otherwise approved by Leadership & High Performance, you must commence your study by the date specified in your final proposal forwarded to Leadership & High Performance following notification of the award of a Fellowship. A later commencement date will only be granted in exceptional circumstances.

#### No transfer:

#### The Fellowship and Fellowship funds are not transferable.

#### Itinerary:

#### If travel arrangements are changed from those included in your final application you must provide Leadership & High Performance with a revised itinerary and receive approval for the revised itinerary before your departure. The itinerary must include all information and supporting documentation specified by Leadership & High Performance. Minor changes to the itinerary must be approved by the Deputy Secretary (Schools, School Operations and Performance) and the revised itinerary is required six (6) weeks before departure. Major changes to the itinerary must be approved by the Minister and a revised itinerary is required twelve (12) weeks before your anticipated departure in Semester 2, 2018.

#### Information requests:

#### You will comply with reasonable requests by Leadership & High Performance for additional information and documentation and provide the requested information and documentation by the dates requested.

#### Travel and health advice:

#### Before departing, you must keep up to date with travel and health advice for your destination issued by the Australian Department of Foreign Affairs and Trade at http://dfat.gov.au/pages/default.aspx. Further travel and health information may also be made available at <http://smartraveller.gov.au/Pages/default.aspx> and <http://www.health.nsw.gov.au/Pages/default.aspx>. You must obtain the approval of Leadership & High Performance for any proposed cancellation of travel in light of advice issued for your destination. If you cancel your travel you must refund the Fellowship funds to the designated authority as required by these conditions.

#### Air Travel arrangements:

#### The Fellowship must not be used to purchase business or first class fares, beyond contributing to the cost of a business class or first class fare to the value of an equivalent economy class ticket in accordance with Item 21 of these Fellowship Conditions. You are responsible for making your own travel arrangements.

#### Passports and visas:

#### You are responsible for obtaining all necessary passports, visas and other travel documentation.

#### Travel at own risk:

#### You accept that:

#### a) You travel at your own risk and in your own time;

#### b) The State and the department are in no way responsible for you or your conduct whilst you are undertaking your Fellowship.

#### c) You are solely responsible for your own health, safety and well-being while undertaking your Fellowship. In the case of overseas travel, this includes (but is not limited to) abiding by the Australian Department of Foreign Affairs and Trade travel and health advice and arranging for any recommended inoculations and medication for your proposed travel destination.

#### 39. Insurance:

#### If you are travelling overseas you must take out comprehensive travel and medical insurance recommended for overseas travel to the country or countries of destination. The Fellowship funds may be applied towards the cost of insurance.

#### 40. Conduct whilst on Fellowship:

#### Whilst a beneficiary of the Fellowship program you will make every reasonable endeavour to:

#### a) Be a good ambassador at all times for the teaching profession, the department and the Minister;

#### b) Avoid any action (including making any oral or written communication) that could damage the State’s or department’s reputation, be misleading or deceptive, result in victimisation or harassment, lead to criminal or civil liability, or be reasonably found to be offensive, obscene, threatening, abusive or defamatory;

#### c) Comply with all laws, rules, regulations, policies and standards applicable to the department and the overseas country or countries and institutions which will be visited by you as a beneficiary of the program.

#### 41. Ethical research practice:

#### Any research study must be conducted within acceptable ethical standards for research practice. The Department Strategic Research Guidelines and the Department Guidelines for Approving Applications from External Agencies to Conduct Research in NSW Government Schools provide an outline of such practices.

#### <https://www.det.nsw.edu.au/media/downloads/rearch.pdf>

#### 42. Final report:

#### You must submit to Leadership & High Performance a detailed final report of approximately 3,000 words in the format specified by Leadership & High Performance within ninety (90) days of the completion of the research study. The report will not be accepted if it is more than 5,000 words.

#### The final report should initially be submitted to the Leadership & High Performance Directorate, who may require revisions to be made before it can be published.

#### Your final report must meet the specified requirements:

#### a) Not infringe any other person’s intellectual property rights;

#### b) Not contain material that is defamatory of others;

#### c) Is original or, to the extent that it incorporates others’ copyright works, you do so with their permission. You must ensure that this permission extends to the State exercising its rights under the copyright licence granted to it below. All copyright works of other persons included in your final report must be expressly acknowledged and attributed.

#### Video presentation:

#### You are required to produce a video presentation (Filmpond) for the Leadership Pathways website within 90 days of completing the research study.

#### Copyright licence:

#### You hereby grant a non-exclusive, royalty-free copyright licence to the State to exercise and sub-license all rights of copyright (including rights to reproduce the work and communicate it to the public) in the final report and any other material produced by you that is funded by the Fellowship (with or without amendment) for any non-commercial purpose. This licence includes, without limiting its generality, permission to post the final report or parts of it on the departments’ websites or make the report available to professional associations for dissemination for non-commercial purposes.

#### Promotion of the Program:

#### You are expected to provide reasonable support to the department in publicising and promoting the program. You may, for example, be requested to write articles and make presentations in relation to your experiences. The department may request a copy of any material that you wish to release referring to the program, for its prior approval. You must comply with any such request and comply with any conditions of approval.

#### You hereby consent to the publication and/or use in any form of media of your name and/or any material that you have produced that has been funded by the Fellowship, for the purpose of publicising the program without payment or compensation.

#### Any public lectures, media releases, films, publications and/or other work resulting from the Fellowship must contain the following acknowledgment: “This work was produced by [insert recipient’s name], a recipient of a [insert full name of the Fellowship and year], awarded by the NSW Minister for Education.”

#### Return to the profession after completion of Scholarship:

#### You are expected to return to the teaching profession in NSW Department of Education for at least two (2) years on completion of your study.

#### Withdrawal from Fellowship:

#### You must immediately notify Leadership & High Performance of any decision to withdraw from the program.

#### It is expected that you would not seek to withdraw from the program after you have accepted your award of a Fellowship on these conditions, other than in exceptional circumstances.

#### a) You are no longer a principal or eligible to teach in NSW;

#### b) You wish to cancel your travel due to the Australian Department of Foreign Affairs and Trade warnings following submission of your application in relation to your proposed destination; or

#### c) Circumstances beyond your control prevent you from pursuing your proposal.

#### Repayment of Fellowship funds:

You must repay unspent Fellowship funds to the designated authority:

a) Within fourteen (14) days of the completion of your research study; or

b) Within seven (7) days of your notice to Leadership & High Performance that you have withdrawn from the program.

Under some circumstances you may also be required to immediately repay Fellowship funds (including, if requested, the value of any forfeited deposits and other payments of Fellowship funds) to the department.

a) You leave the teaching profession or become ineligible to teach or fulfil your role as principal before undertaking your Fellowship;

b) You have not spent the Fellowship for the purpose of your proposal;

c) There has been a failure on your part to comply with any of these conditions;

d) You provide incorrect information or withheld relevant information in your application.

It is anticipated that repayment of the value of spent Fellowship funds would not be required where you have withdrawn from the program in circumstances that are essentially beyond your control. However, you should be aware that the final decision as regards repayment in all cases rests with the department.

#### Liability for withdrawal from Fellowships:

The State will not be liable for any loss or damages (including consequential loss, loss of opportunity or loss of income and even if the State has been advised of the possibility of such loss or damages) suffered by you which is caused by or arises from a required repayment of all or part of the Fellowship funds in accordance with these conditions.

#### Privacy:

You consent to the department and associated third parties using the information, including personal information, provided in your application and final report, for the purposes of assessing your compliance with these conditions and of publicising the program.

#### Access to records:

You agree to give the department and their appointed auditors access to all financial records (including bank and credit card statements) to verify payment of the Fellowship funds and to assess compliance with these conditions.

#### General

#### Non-award of Fellowships:

The department may upon recommendation of the panel not award any or all of the Fellowships in a given year if it decides that either, there are no suitable applicants for the Fellowships, or there are insufficient applications.

Feedback: Successful applicants will be informed by the Deputy Secretary, School Operations and Performance. Feedback will be provided by the Director Leadership Pathways, Leadership & High Performance

#### Subject to change:

These Fellowship Conditions are subject to change at any time without prior notice. I, ………………………..confirm that I have read, understood and accept these conditions.

Signature

Date